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ABSTRACT

Intended to introduce the novice book selector to a wide range of duties and to serve as a source of instruction for library science students, this manual deals with the review, selection, and ordering of current, retrospective, and periodical collections. It examines how collection priorities are established and discusses the documentation, budgeting, and technological procedures that are necessary to modify and maintain an adequate collection. Specific information is provided in the areas of budgeting; accreditation; Department of Health, Education, and Welfare reporting; collection revision; and statistics. (EMH)

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MANUAL FOR COLLECTION DEVELOPERS

U S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION

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California State University, Northridge
University Libraries

1975

Foreword

This manual is intended to introduce the novice book selector to the wide range of his duties and to serve all book selectors (bibliographers) as a reference source for instruction on procedures, and seldom done projects. This work might have been subtitled "a guide to the perplexed," for few library assignments seem initially so confusing or challenging. The cumulated experience of the authors may serve to ease some misgivings in one newly facing the task of collection development by providing assumptions regarding selection, rationale for various types of selection, and descriptions of procedures. Perhaps more importantly, it may save some time in the schedule of the busy practitioner.

The introduction spells out some of the major assumptions present in our working environment, and the methods chapter delineates the main styles of doing the job that we have identified through a series of in-house interviews with our own book selectors. The rest of the manual is divided into segments that are as much like the work as we could make them. The chapter titles for the most part speak for themselves.

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I

INTRODUCTION

There are a number of facts and assumptions that help to form our working environment. Among these are the roles specified in a number of documents for the various segments of higher education within California. Briefly, the University of California system has been given primary responsibility for graduate education (Ph.D. level) and for research. The CSUC system has as its mission undergraduate education and masters level instruction. CSUC library size is determined by formulas which have so far depended basically on student enrollment. As enrollment stabilizes and we approach the point in collection development where building stops and maintenance begins, it is clear that we will have to exercise more control over continuing commitments and great care in the selection of all materials. Ideally, each subject area in which undergraduate degrees are offered should have a working collection of books and other materials which support the courses offered and reflect both the academic and humanistic concerns of that subject as well as provide adequate coverage of the corpus of published literature.

Graduate courses of study require greater support from the collection, both in depth and breadth. Some subject areas, such as the physical sciences, place great emphasis on laboratory research at the graduate level and, by virtue of this emphasis, probably do not require library research collections. Other subject areas, such as anthropology, education and physical education have large microform research collections. For many other subject areas no pre-packaged microform research collections exist; we have had to build our own research collection and need to be continually alert for opportunities to fill gaps in our collections.

II

METHODS

There are only so many ways to review a book sent on approval, but there are probably more criteria for an accept/reject decision than are easy to verbalize. The primary criterion is the quality of the book itself as judged by a perusal of the book. In addition, some bibliographers choose on the basis of publisher (knowing which are most reliable for their particular subjects), some on the basis of author (again subject-dependent), some give greatest weight to potential use or student interest, some to academic/curricular directions and emphases. All should consider price and the current state of the budget. The Ideal Bibliographer will, of course, select on the basis of an optimum blend of all of the above factors. There is no neat definition of this optimum blend. It is different for this institution from what it may be at others, and it will certainly vary according to the bibliographer's subjects of responsibility. Each of the current bibliographers has his or her own blend; each new bibliographer eventually develops a personal method.

Considerations governing methods for selecting non-approval items (books selected from the Book Publishing Record (BPR), Midwest Book Company's preliminary Library of Congress proof, approval form selection slips, blurbs, or journal reviews) are just as varied. If a subject area requires current imprints as quickly as possible, it will be necessary to do a great deal of ordering from blurbs (particularly if approval plans supply slowly or if there is much important foreign publication or non-trade publication in the subject). If a subject is profusely supplied by approval and the selection problem is identification of the worthwhile titles and rejection of the potboilers, a bibliographer will probably depend more heavily on reviews and accept the time delay. If our collection is very strong in a particular area, current purchases will need to be emphasized. If we have

important gaps, out of print dealer catalogs may supply the lacks. In buying for a developing area, it may be necessary to buy almost everything published, even materials that would not ordinarily meet our selection criteria since frequently that is all there is as a field of study begins to emerge. The balance between monographic and serial selections will vary by subject, as will the importance of non-book materials. The need for research collections will also be a factor in determining spending patterns.

One of our primary responsibilities as bibliographers is the control and assessment of quality--the quality of titles we are ordering and the quality of the existing collection. The techniques commonly called bibliographic control cover only part of the quality spectrum. Knowing what is being published in a subject and seeing that the library gets adequate coverage really guarantee nothing about quality--some subjects just do not publish anything that meets the criteria we use to select, and what do we do then? Obviously, we must relax quality standards in certain cases. But, later the quality of publication is likely to improve and our collection should improve accordingly.

Retrospective controls over quality are easier to establish: when we survey the collection against a "standard scholarly bibliography", we are assuming that the titles on that list meet certain quality standards and measuring the collection against these standards. This assumption may prove to be wrong (even standard scholars nod), but at least there is some sort of guide to start with. Current titles provide nothing much but blurbs, which are untrustworthy, and most reviewing media are retrospective which we might as well admit.

Quality judgments are really made on the basis of experience, of looking at materials as they come in. Bibliographers must have dependable memories.

Remembering the bad publishers, the untrustworthy authors, the bibliographies that produced unwanted items, the distributors that failed to supply. All these factors should help guide future selections.

Faculty contact, its nature and frequency, is another moot point amongst bibliographers. All of us agree that it is important, but nobody agrees on how to do it. Each bibliographer has the responsibility for finding out what the faculty want, and new bibliographers are generally given personal introductions to faculty members. Another approach to faculty introductions is the memo. The new bibliographer writes an introductory memo which includes the subjects for which he or shee will be responsible, and the Head Bibliographer sends it out to the faculty under his signature. In some departments the best destination is the department chairman, in others the book coordinator, in others all members of the department. The Head Bibliographer will probably be able to provide guidance on this. Sample memos of introduction are available.

Ongoing faculty contact is slightly different. Some faculty members are interested in the library, others interested but not familiar with library methods, and some not at all library oriented. The decision to buy rests with the bibliographer in all cases, and the responsibility for the purchase is ours. It should be kept in mind, too, that the library buys in many subject areas and that we as bibliographers are responsible for developing a balanced collection. Faculty members may sometimes have to be reminded of this. Ours is to interpret and explain library policy to faculty who ask, and many do, so we have to know as much about library operations and policies as possible.

Some bibliographers like to use memos to maintain faculty contacts. Others

like the telephone. Some call on departments in person. Some run informal surveys. Some attend colloquia and departmental meetings. All these methods work, if appropriate to the individual bibliographer and the subject area.

Any good deduction goes from the general to the particular; we will try to do the same. There are a number of routine things that each bibliographer has to do in order to perform his function. Each bibliographer should do the following:

WEEKLY

* Review books on approval and blanket order shelves (see Appendix A)
* Review books on trucks and/or review shelves in the same area
* Screen "in-basket" materials to discard obviously unsuitable items, dividing the remainder into items for immediate purchase and titles for deferred consideration, i.e., large expensive items, possible new journal titles.

MONTHLY

* Attend department meeting (1st Tuesday of month at 3:00 pm in Bibliography).
* Order books from routed Book Publishing Record (BPR)
* Order from other routed reviewing media
* Turn in faculty contact logs
* Review shelves in cataloging
* Review gift books

YEARLY

* Periodical and serial orders and cancellations

AS NEEDED

* Produce reports, special surveys, degree proposals, etc.

III

THE SELECTION PROCESS

A. Current monograph selection

1. Approval

We have an approval program for acquiring current books, brand new, which at this writing still ships too little. We hope shipment quantity will pick up. Coverage is restricted to U.S. publishers and foreign publishers with U.S. distributors. We assume that books appropriate for our library are largely scholarly monographs which support the courses and degree programs of the university. This means that we prefer to buy monographs rather than compilations, scholarly rather than popular works, and books relevant to those specific courses or degree programs offered or projected to be offered on this campus rather than general interest books. We hope that general interest books can be made available to library patrons through our current paperbacks collection, which consists of books bought directly from a vendor and then sent to a special area in our main library without being cataloged. Titles sent for this collection are later reviewed by the bibliographers to see which, if any, merit being added to the permanent collection. Bibliographers should also give consideration to materials that offer alternative avenues of learning to students who are interested in subjects of scholarly merit not offered at the university. The following general priorities by type of user should be kept in mind:

1. the needs of undergraduates will be met first
2. the needs of graduate students will be met second
3. the research related needs of faculty members will be met third and as funding permits.

Consultation with other bibliographers in deciding to keep or reject individual titles received on approval may be useful, particularly in the case of titles

of interdisciplinary interest where there may be overlapping areas of responsibility for collection development. Any bibliographer may remove the rejection slip from a book, indicating it is to be kept, if he knows of a particular need for that book. However, before rejecting a book in a subject area other than his own, a bibliographer should consult with the bibliographer who has responsibility for that area and may know of a reason for keeping it.

Part of the routine connected with approval shipments involves marking various kinds of decisions on the yellow approval flyers and inserting them into the books. Books which are to be considered for inclusion in the reference collection should have "Hold-Reference" marked on the yellow flyers placed in them. Books which are volumes of a serial should have buying decisions marked on the continuations section of their yellow flyers: see periodical and serial section for further instruction. Binding decisions should also be marked on the flyers for approval books as needed.

Our approval vendor provides us with an additional means of bibliographic control for current books through form selection slips. Forms or notification slips are supplied in lieu of books for certain subjects, publishers, and other modifiers designated by the library during profile construction. Forms are distributed to the appropriate subject bibliographers in subject order. Detailed descriptions of the following common elements are noted on each slip: author, title, publisher, imprint/copyright date, subject description and price. Additional modifiers, such as type of book, type of publisher, format, series type, and original country of publication provide a more complete description of each title. If a copy of the book is wanted, the bibliographer stamps his name on the notification slip, and the slips are sent on to the order section

of Acquisitions/Serials department for checking. Slips are then returned to the vendor, who supplies us with each item requested. Books ordered via form selection are sent on approval and may be returned to the vendor. Forms should be returned to the vendor as quickly as possible since many titles selected for the approval program are printed in limited copies, and may be out of print or unavailable because the vendor has sold out his stock if the bibliographer waits too long before returning the slip.

2. Blanket Orders

The Library currently has six blanket orders with academic publishers. Each of these blankets was profiled so that we should receive the mix of subjects best suited to our programs: these publishers send weekly shipments which are reviewed much like approval shipments (see appendix A for schedules). The major difference in reviewing blanket and approval shipments is procedural. Subject codes must be written on flyers and housing or locational decisions must be indicated. Every blanket order book must have such a flyer inserted so that the Acquisitions/Serials personnel can tell when reviewing has been completed. This is not necessary for regular approval shipments since each bibliographer crosses off his name from a list when he has reviewed the shipment.

3. Routed selection media

The smooth operation of our acquisitions program depends largely on the bibliographers. A great amount of useless checking effort may be caused by turning in cards for books that will shortly come in automatically on one of the approval programs or picked up by its backups (Book Publishing Record (BPR), blanket orders, form selection). Requests for probable approval titles should be held by the bibliographers until such time as the books are likely to have come in and then checked, or should be ordered at the appropriate time through BPR or Midwest proofs. There are, of course, exceptions, such

as books which do not normally appear in EPR, foreign books distributed outside the U.S., and titles which must be ordered rush for class reserve (see Appendix B). Another exception to the general 'hold it back' rule is for those subject fields, such as science, characterized by a keen interest and need for the latest books. Bibliographers should also order at once current titles which appear in weekly book reviews (New York Times, Los Angeles Times) and which are consequently likely to be requested by faculty and students much more quickly (see Appendix C).

At present writing, all bibliographers review Book Publishing Record (BPR), Choice, Midwest proofs; several also see the New York Times Book Review and the Los Angeles Times Book Review; in times past, we reviewed Times Literary Supplement (TLS) as well. This list changes slightly from time to time, but general principles affecting selection from these items remain the same. Selections should be indicated by hooking main entry in red, appending red initials or bibliographer name stamp, indicating subject code (program discipline code) and priority (see appendix D), and paper clipping the page for the card typist. Exception: BPR's do not need subject codes, entries hooked, priorities, or paper clipping of pages. Midwest proofs should be initialled and subject coded in red on the reverse side.

General principles and guidelines: presently, the BPR, the current monthly batch of Midwest proofs, and the approval shipment are within about a week of overlapping in spite of our efforts to hold back some of them. It is therefore possible to order the same title three times within a one week period and get all three because the orders so nearly overlap. Each bibliographer should attempt to formulate a reliable idea of what to expect from approval

and then not order these from any other source until enough time has elapsed to allow the approval vendor to supply such items. These routed selection media should be passed on as quickly as possible since so many bibliographers are looking at them. Generally, they should not be retained over about a day and a half.

B. Retrospective Monograph Selection

1. Reviews

One means of achieving bibliographic control over those publishers not well covered by the approval program and BPR is the regular checking of reviews appearing in journals in the field. The number of journals that must be checked will depend on the subject and the adequacy of bibliographic control established over it. If one review source is sufficient for bood bibliographic control, selection from that one source is enough. Scholarly reviews frequently appear so long after date of publication (one year lag time is average) that the books reviewed are already in the library. Although the primary use of review sources is to provide coverage of those publishers not well covered by the approval program, it is also possible to use them from time to time to assess the adequacy of approval and BPR coverage if the time lapse is kept in mind. To do this regularly would be an inefficient use of checking time since it involves a considerable duplication of effort.

For our purposes, retrospective bibliographic control is defined as the selection of those titles which are out of print (OP) or not current (published prior to the current fiscal year) and of selecting reprint titles. Current funds are used to buy books with an imprint that is the same as the fiscal year: during FY 1975-76 we will buy books with imprints of 1975 and 1976 out of current monies. Reprints are bought with current funds if the reprint has an imprint within the current fiscal year, however, problems in selecting

out of print, reprint, and noncurrent in-print books are similar; basically a lack of information as to the quality of the book, unless, of course, the title in question is a recognized classic.

Reprints are rarely reviewed, and finding a review of an OP book published in 1913, for example, would consume more time than bibliographers can usually spare. We assume that the quality of OP and noncurrent books is to some extent assessed by those who compile bibliographies; bibliographies that are part of scholarly monographs should be quite reliable in identifying important research works we may wish to acquire.

2. Comprehensive scholarly bibliographies

Comprehensive bibliographies should be consulted if they have a rather narrowly defined coverage. They are probably most useful for subjects which have had less developmental buying than have most of our traditional academic disciplines. Narrowly defined bibliographies are useful for those areas in which we wish to develop basic research collections, and may also be used in filling gaps in our coverage of subjects.

Comprehensive bibliographies of wide scope have only limited utility at this point in the development of our collection. Wide scope bibliographies with qualitative judgments are useful only for special purposes. Books for College Libraries (1967 edition) was entirely checked, and the lacks ordered. The same treatment is being given the 1975 edition of Books for College Libraries. The ALA's Books for Junior College Libraries was used for a duplication project as was the Brodart Junior College List. Our library now holds such a high percentage of the books listed by such works that it no longer seems productive to use them as buying guides. However, sampling such bibliographies is useful

as a qualitative measure of the state of our library's collection. A randomly taken 10 percent or 5 percent sample will yield the same results as will a total check, revealing what percentage of the total list is lacking in our collection.

The sampling technique is useful for determining whether or not to use a bibliography as a buying guide in a subject (see Appendix E); it enables the collection developer to gauge the quality of entry used in the bibliography by examining the results of the sample checked. Sampling should also allow us to determine that point when it no longer becomes worthwhile to process a bibliography.

3. Catalog orders

Catalog orders are another way of selecting retrospective titles for the collection (see Appendix F). Dealers' catalogs, unlike bibliographies, involve no assessment of the quality of books, and this is their major difficulty. What a book dealer offers for sale and what we need do not necessarily match. If the catalog can be handily checked against a scholarly bibliography on the same subject, it may be useful to do so. Catalog orders should usually be dealt with quickly since other libraries have also been informed as to what is offered, and if we are to get the best of what is offered, we must do so speedily. When a bibliographer wishes to order from a dealer's catalog, he should hook desired titles in the catalog, indicating entry and subject code. If the catalog is big enough, pages should be paper clipped to facilitate pre-checking. The catalog should then be given to the Bibliography Department secretary, who will pre-check in the official and process files as soon as it is given to her. The Department secretary will give the catalog to the Order Section supervisor, who will call the dealer and reserve the items wanted.

Following this procedure should enable us to obtain the desired items from dealers' catalogs before they are sold elsewhere.

C. Monographs Order Procedures

1. Order request cards

It is assumed that collection developers will turn in cards with as full and correct an entry as possible so that checking can be done smoothly. When checking faculty request cards or blurbs, for example, it is desirable that the entry be indicated. Indicating the correct entry is important in checking bibliographies used for retrospective buying since an incorrect author or title or the lack of a publisher or date may make checking difficult or impossible. It is also essential for the bibliographer to provide a fund number, priority number, and his name or initials on each order request card. Sending a publisher's blurb or catalog and any other information that might be needed along with the order request card to the checking section also facilitates checking and ordering. Any special handling instructions should be entered in the "Notes" position on the order request card.

2. Rushes

Three types of orders receive "rush" handling. These are: 1. materials ordered for the Reserve Book Room, 2. single titles ordered in three or more copies, 3. titles requested from the New York Times Book Review. Requests for "rush" handling of materials which do not fall into these categories must have the prior approval of the Associate Director of University Libraries (see Appendix A). Bibliographers will receive requests for "rush" items to be placed on reserve either directly from faculty members or from the Reserve Book Room. When a "rush" request for the Reserve Book Room is initiated in the Bibliography Department, the bibliographer must submit the request to the Department secretary on an order request card marked "rush"

and including the name of the instructor, the semester, the course number of the class for which material is to be used, and type of reserve status: 2 hour - library use only, 2 hour and overnight, 2 day, 7 day or 14 day. The Order Request Card will then be routed to the Reserve Book Room and from there to the Preliminary Cataloging Section of the Cataloging Department where it will also receive "rush" handling. The New York Times Book Review and the Los Angeles Times Book Review are routed to the bibliographers, and any priority one title selected is purchased directly from the Campus Bookstore; priority two titles receive regular processing.

D. Periodical and Serial Orders and Cancellations

Periodicals and serials must be ordered on a schedule. Periodical subscriptions are placed once a year before December so that our periodical runs can begin and renew on a calendar year basis. Some bibliographers take surveys of faculty opinion for new titles before ordering, all take faculty suggestions, but the decision remains the bibliographer's responsibility. In these days of decreasing budgets and increasing continuations costs, the problem has become more complex. The library is currently conducting a faculty survey to identify periodical titles for cancellation. Our goal is to reduce periodical costs by 10 percent. After this reduction, each new title ordered will have to be matched by the cancellation of subscriptions in equal dollar amounts to maintain periodical costs at a fairly constant rate. (See memos in Appendix G for procedural descriptions of the necessary review process and supporting files.)

New serial orders must also be accompanied by cancellations of equal dollar amounts and, like periodicals, must be ordered only at scheduled times. Serials are to be ordered twice a year, in January and June. As this is being written, the old standing order file is being phased out and much of the material moved to the serial record (for locations and definitions see Appendix H). In one

sense, this will reduce confusion, but the position of sets remains anomalous. Depending on their cost, the length of time required to complete publication, and the state of the budget, they may be ordered anytime during the fiscal year if accompanied by a matching cancellation. (See Appendix I on sets).

E. Reviewing Procedures

All materials, however ordered, must be reviewed by the bibliographer, partly to evaluate suitability of material for the collection, partly to record processing, handling and housing decisions. No item (other than approval titles which have been discussed above) will be processed without a bibliographer's initials on the flyer.

There are review shelves for bibliographers in Bibliography, and Acquisitions/Serial and Cataloging (see floor map for locations). They are separated by bibliographer name. There is a tendency to put clearing them low on the priority list, probably rightly so. But cataloging shelves should be checked regularly - serials and periodicals requiring decisions are placed there and should be expedited. The gift shelves in the Bibliography Department should be watched closely enough so that particularly valuable or important materials can be expedited. Otherwise these shelves should be cleared when they are full.

IV

DEPARTMENT MEETINGS

Department meetings are held once a month, usually the first Tuesday of each month in the afternoon. Announcements, progress reports on major ongoing projects, deadlines, and administrative requirements all come up at monthly meetings. Agenda items should be submitted to the Head Bibliographer in advance of meetings.

Every month each bibliographer turns in a faculty contact log, listing by name each faculty member contacted during the preceeding month. Date, department, and the amount of time spent should be included. This log is kept to document library consultation with the faculty.

V

SPECIAL PROJECTS

A. The Budget

At the beginning of every fiscal year (July), Bibliography prepares a materials budget which constitutes our game plan for materials spending for the coming fiscal year. A preliminary budget is issued in March by the Governor and used for planning: the actual budget is adopted on or about July 1st, but we do not usually receive official word as to what it is until sometime in August. Our budget is awarded by the state as separate line items (books, periodicals, and a part of the operating expense allocation lines make up the budget for which Bibliography is responsible). There are other line items - personnel, equipment, capital outlay - but these are not considered part of the materials budget. Within each line item funds are created to provide data for library planning and management decisions. In addition, subject codes are applied to all materials purchased so that information is available as needed by line item, fund and subject. A list of these funds and subject codes will be found in Appendix J.

Following the preparation of the budget, the department must produce a formal document explicating and rationalizing the monies allocated to each fund. This document (see Appendix J) is presented to the library governing councils for their approval. Final approval is secured from a policy level advisory committee made up of teaching faculty which reports to the academic senate of the university.

B. Accreditation and Reaccreditation Reports

Regional accrediting associations such as the Western Association of Schools and Colleges look carefully at the whole library, but particularly the collection. Specialized associations, which accredit only a single department, look at

library holdings for that discipline very carefully. The operative word in the writing of an accreditation report is documentation. Everything in the report must be both accurate and demonstrable. Every section of the report has at least two items of information: collection size for that subject and projected new subject emphases. If the library's holdings in a subject got a negative report during the last accreditation visit, there will also be a direct reply to the specific criticisms. At the point of this writing, general introductory comments covering the library as a whole remain the responsibility of the Library Office.

The following steps may prove useful in preparing a reaccreditation report:

1) Update the figures given in the prior accreditation report for each subject. The Summary of Collection Development reports contain the relevant figures organized by major Library of Congress classes.
2) If a subject coincides neatly with the major Library of Congress classes, add together the relevant sections of the Summary of Collection Development in order to determine our holdings. Otherwise, it will be necessary to use the Library of Congress schedules to define the subject. Record the classes chosen for future use. Then measure the shelf list cards (100 cards per inch) to determine the collection size for that subject.
3) Consult with faculty on new directions of curricular emphasis and changes within the last five years.
4) Then write it. Format can be copied from prior accreditation reports.

C. HEW Reporting

In those years during which we spend HEW monies, those bibliographers whose subjects are covered by the government dollars must remember their reporting responsibilities. As bibliographers, we will not have to account for the dollars; that responsibility belongs to Acquisitions/Serials, along with the

provision of matching funds. We must, however, see that these matching funds are actually spent on those materials for which they were provided. The following are guidelines for gathering data required for HEW reporting:

1) Compile a list of subject codes covering the subjects of the HEW grant. Take the subject list to the closed order files in the Claims Section of Acquisitions/Serials and pull all the HEW orders.
2) Assign to subject codes as appropriate (on the basis of the titles) the funds spent, and from these figures determine the percentage of the HEW grant spent for each of the subjects covered by it.
3) While reading the orders, record the titles. If we were ordering monographs as we did last year, not all can be listed, but it will be possible to get some notion of sub-disciplinary specialization, any collections purchased which can be named, and, importantly, titles for which we purchased periodical backfile.
4) Now write it.

D. Revising Collection Development Policies

Once a year the Collection Development Policy must be updated. Data include: degrees offered, proposed programs (if any), and full time equivalents (FTE) figures. The department secretary will update the FTE figures; bibliographers are responsible for the program descriptions and the collection development requirements by level. The levels are explained in the introductory matter to the collection development policy, and probably will not change from year to year without a major campus fiscal upheaval.

The University catalog provided the original data in the Policy, but updating requires interviewing the department chairman or the library coordinator. Some departments may wish to revise the Policy in writing, then return it to the

bibliographer. Preferable, from our point of view, would be an interview situation with the bibliographer taking notes and then revising the policy. The bibliographer should be able to explain the levels of collection development and justify the need for such information to each of his departments - we do it to get more formalized faculty input for long range planning of collection growth.

E. Documentation and Statistics

Most bibliographers hate to count things - it may be a characteristic of the breed. Since it is a library truism that everything you count will come in handy sometime, the only solution is to devise counting systems so that somebody else can do your counting for you.

Certain things should always be counted, lest we spend many man hours retrieving the data after the fact. Keep track roughly of the dollars spent per subject on HEW monies AND what was bought with those dollars. Every time a large item is purchased (over $1,000.00) or a significant subject-oriented catalog order is processed, write a justification of the need. We find those mightily useful in the writing of reports. Records should be kept of the dollars, the subject and the vendor (this last item will provide useful additions to our vendor file if the catalog is out-of-print and also be useful for report writing). Accreditation documents and the library sections of degree proposals should be dated along with the source of the statistical information included in them. Your colleagues may need to do the same thing some time.

The kinds of data to be gathered will be heavily influenced by the subject area. For example, the Science Bibliographer will be extremely concerned with how promptly new books arrive through approval, but essentially indifferent tc

performance statistics for out-of-print vendors, while the Art Bibliographer will be concerned with unit costs, costs of individual items, mutilation rates, out-of-print performance, etc.

Since this is true, it is difficult to line out methodologies that would apply to everyone; however, there are some general hints. Those of us who select heavily from review journals do so because: 1) we suspect approval coverage of our subjects; 2) we need to get materials faster than they are supplied by approval or from some esoteric source not covered by approval vendors; or 3) we use journals to keep up with the field. No matter what the reason, statistics should be kept on how productive time spent reviewing journals really is. The simplest approach is to attach a note to the journal when it is turned in for carding saying "pre-check, card lacks, and give me a count". The slips may then be collected or results tallied on a sheet, depending on how serious the problem is. Making a mental note of results may suffice. If, however, we seem to have serious gaps in particular subject areas, a card form may be used to record the data necessary to justify a proposal for major changes, if such prove to be required. Requests for such statistical projects should be made to the department secretary, who will direct the student checkers to record the data needed by the bibliographer.

When we buy a large collection, a justification should be written in case there should be any question about the purchase later. Scope and coverage, percentage of duplication, cost, and funds used should be included.

APPROVAL AND BLANKET ORDER REVIEW SCHEDULES

I. Shipments ready for review on:

Monday	must be reviewed by the following	Monday at 3:00 P.M.
Tuesday	"	Tuesday "
Wednesday	"	Wednesday "
Thursday	"	Thursday "
Friday	"	Friday "

II. The day of the week on which the shipment is put up will be written on the name checkoff slip posted with the shipment. This will serve to remind you of the deadline date for completing review.

III. Consultation with other bibliographers will be accomplished either face-to-face or by means of notes in books. If the book on which you want consultation is located with books not normally scanned by the bibliographer with whom you wish to consult make a note on the checkoff slip next to that bibliographer's name.

IV. Title selections are the responsibility of the assigned bibliographer. No titles may be yellow-slipped in another bibliographer's subject area except on interdisciplinary titles, and the rejection of interdisciplinary titles is to be accomplished by consultation (See III).

If a bibliographer is on vacation or sick, his subjects will be covered in his absence by the backup person listed in the Training Manual. If a bibliographer fails to complete a shipment by the deadline schedule in Section I the head bibliographer or his designee will complete the shipment in his subjects.

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
Northridge, California 91324

UNIVERSITY LIBRARIES

POLICY AND PROCEDURE

PROCESSING RUSH ORDERS

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PROCESSING RUSH ORDERS

1.0 POLICY

It is the policy of the Library to process orders in a timely and expeditious manner to assure the prompt inclusion of all materials in the general collection. However, it is recognized that there is a special urgency connected with some types of material and that these types require priority handling based on the immediate needs of the University community. Materials in this category will be identified and handled as "Rush".

2.0 DEFINITION OF RUSH ORDERS

Two types of orders automatically receive "Rush" handling. These are:

(A) Materials ordered by or for Reserve Book Room--these materials are an integral part of the curriculum, and it is essential that they reach the students without delay.

(B) Single titles ordered in three or more copies--these materials have been determined to be directly applicable to the curriculum or cover areas of immediate concern to the University community.

Requests for "Rush" handling, other than for A or B above, must have the prior approval of the Associate Director of University Libraries.

3.0 INITIATION OF RUSH ORDERS

Requests for "Rush" orders will be initiated by either the Bibliography Department or the Circulation Department--Reserve Book Room, which is responsible for submitting all requests for reserve orders. Orders initiated from Circulation will be routed through Bibliography to the Bibliographic checking section; similarly, orders initiated from Bibliography will be routed through Circulation to the Bibliographic checking section. Requests are submitted to the Supervisor of the Bibliographic Checking Section, Cataloging Department, on an Order Request Card.

The requestor (Bibliography or Circulation) is responsible for marking the Order Request Card "Rush" and, if for Reserve, for including the name of the instructor and the course number of the class for which the material is to be used.

4.0 BIBLIOGRAPHIC CHECKING

4.1 Receiving

The Bibliographic Checking Section Supervisor will receive all requests for "Rush" orders. The supervisor will assure that all necessary information has been included on the Order Request Card and assign the order to a Bibliographic Checker with instructions to handle as "Rush".

4.2 Processing

Upon receipt of the Order Request Card, the Checker will immediately:

- Verify the completeness of the information on the Order Request Card.
- Determine if the material is in the collection.
- Determine if the material is on-order.
- Establish the price of the material.
- Establish L.C. cataloging information.

(A) Added Copies/Editions: If added copies or editions are found to be in the collection, the Order Request Card will be annotated and the requestor will be notified of the title and its call number.

(B) Material On-Order: Any item found to be on order, record RUSH information on card and Multiple Order Form slips. If book is received, locate and handle as in Section 6 for material in Acquisitions, and as in Section 7 for material in Cataloging. (This includes original requests, added copies, or added editions on order or received.)

(C) Missing Price Information: If pricing information cannot be located in the checking tools, a telephone query, with the approval of the Department Chairman, will be made to appropriate vendor or source for price information. Failing this, Price Request Letter (PRL) will be sent and the Order Request Card will be filed in the PRL Card file pending a response.

(D) LC Copy: Annotate the Order Request Card as DNO, Proof, XLC. If LC Proof copy is found, transfer the "Rush" information to the reverse of the Proof Card and discard the Order Request Card. The proof card will then be sent to the Order Section, Acquisitions Department.

When the material arrives in Receiving Section, it will be hand-carried to the Supervisor, Bibliographic Checking. The checker will annotate the MOF slips and Order Request Card with the bibliographic information and the following LC information: DNF, Proof, Photo (LC copy), or Official (xerox of official) Best Card. The checker will then hand-carry the books, slips, and flier to the LA I Cataloger.

(E) Out-of-Print Materials: If an item is determined to be out-of-print, the Checker will notify the requestor (Bibliography or Circulation--Reserve Book Room) that the item is to be entered into the normal want list procedure and will establish if the order should continue to be processed. If so, a-notate the card as "Out-of-Print" and send to the Order Section Supervisor.

4.3 Distribution:
The Order Request Card (or LC Proof Card) will be hand-carried to the Order Section Supervisor, Acquisitions, with instructions to handle as "Rush".

5.0 ORDERING

5.1 Ordering Monographs:
(A) Order Preparation: The Order Section Supervisor will prepare a Cover Card marked "Rush". The Order Typist will type a white Reconciliation Sheet and type the order on a Multiple Order Form (MOF) with the instructor's name and course number (if applicable) and the word "Rush" at the bottom of the MOF. The MOF will then be revised, torn, and signed.

(B) Authorization: All orders will be signed by the Department Chairman, Acquisitions Department.

(C) Distribution: After the MOF is sign-d, the Order Supervisor will send the white and salmon copies of the MOF to the vendor. The last (blue) copy of the MOF will be sent to Automated Accounting with a Reconciliation Sheet (white) and Cover Card (white). The rem aining copies of the MOF will be flagged with a colored signal and given to the Receiving Section for the Numerical (MOF) File. The Order Request Card (or yellow slip, if LC Proof Card) will be filed in the Process File.

5.1.1 Material Available from the Campus Book Store or College Book Co., Westwood:
If the Order Request Card provides that the material is available from the Campus Book Store or College Book Co., Westwood, the procedure in 5.1.A will be followed.

Then, the white copy of the MOF will be hand-carried to the Campus Book Store or College Book Co. and the book will be hand-carried back to the Order Supervisor. The appropriate MOF forms (normally, yellow, pink, green and 1st blue copy) will be inserted in the material with a pink fixer and the material will be hand-carried to the Supervisor of the Bibliographic Checking Section, Cataloging Department.

The last blue copy of the MOF will be given to the Automated Accounting Section with a Reconciliation Sheet (white) and Cover Card (white). The remaining gold copy of the MOF will be given to the Receiving Section for the Invoice File.

The Order Request Card will be marked "Received", dated, and filed in the Process File.

5.1.2 Out-of-Print Items: A title determined to be out-of-print will be placed into the normal want list procedure only after the requestor (Bibliography Department or Circulation-Reserve Book Room) has been notified and has verified that it should still be ordered.

5.2 Ordering Serial and Periodical Items

(A) Order Preparation: The Order Section Supervosor will prepare a Cover Card marked "Rush". The Order typist will type a white Reconciliation Sheet and type the order on a Multiple Order Form (MOF) with the instructor's name and course number (if applicable) and the word "Rush" at the bottom of the MOF. The MOF will then be revised, torn, signed, and distributed.

If the item ordered is a serial item published three or more times a year and the order is made between subscription periods, the Order Supervisor will:

- Place a telephone order with EBSCO if the item appears on their list.
- Send the order by letter (rather than by MOF) and treat as a confirming order. The appropriate records are blocked with a "buff" card and a copy of the letter is filed in the Open Correspondance File by date.

(B) Authorization: All orders will be signed by the Department Chairman of the Acquisitions Department.

(C) Distribution: After the MOF is signed, the Order Supervisor will send the white and salmon copies of the MOF to the Vendor. The last blue copy of the MOF, with cover card and the Reconciliation Sheet will be sent to Automated Accounting. The gold copy of the MOF will be filed in the gold slip File. The pink copy of the MOF for:

- Serial Items: will be filed on top of the existing Serial Record Check-in Card (A Check-In Record Card will be prepared for new Serials).
- New Periodical Items: will be filed on top of the Periodical Record Check-in Card and the order information will be entered on the reverse of the card.
- Back File Items: will be filed in the Shelf List (by call number).
- New (not yet cataloged) Ceased Periodical Items: will be filed in the Periodical Title File (by title).
- Loose Issue Items: will be filed on top of the Periodical Check-In Record Card.

The remaining copies of the MOF will be discarded and the Order Request Card will be discarded.

6.0 RECEIVING

6.1 Receiving Monographs

(A) Processing: When the material arrives in the Receiving Section, the MOF's will be removed from the Numerical (MOF) File and inserted with the invoice in the material. The MOF's will be checked against the material to assure that the correct number of copies have been received and the correct material has been received.

The In-Process File will be stamped with the date received and the invoice will be stamped and signed by the Receiving Supervisor.

(B) Distribution: The remaining copies of the MOF (except gold) and a pink flier will be inserted in the material and hand-carried to the Supervisor of the Bibliographic Checking Section, Cataloging Department. The stamped and signed Invoice, together with the gold copy of the MOF will be sent to Automated Accounting.

6.1.1 Missing Invoice: If the invoice does not accompany the shipment, the Receiving Supervisor will write the vendor requesting an invoice. The gold copy of the MOF will be attached to the second copy of the letter and filed in the Correspondence File.

6.1.2 Missing Copies: If the number of copies received are less than were ordered, the Receiving Supervisor will type a new set of MOF slips for the copies remaining, file the new slips in the Numerical File, (the number of copies and the price on the original slips will be altered to reflect the contents of the actual shipment). In addition, the Order request Card in the Process File will be altered to reflect the number of copies actually received and the date.

6.1.3 Incorrect Title: If an incorrect title is received from Richard Abel & Co., a six-part Abel Credit Memo will be prepared and distributed as follows: Part 1 to the Supervisor of the Order Section for the Credit Memo Book File; Parts 2 through 4 to Automated Accounting (with proper coding--Fund/PDC/FY); Parts 5 and 6 to Richard Abel & Co., with the material. A duplicate gold copy of the MOF will be prepared and filed with the original MOF copies in the Numerical File.

If the vendor is other than Abel, the Receiving Supervisor will send a letter requesting the correct material or credit for the incorrect material. A second copy of the letter and the MOF slips are filed in the Open Correspondence File.

6.2 Receiving Serial and Periodical Items:

(A) Processing: When the material arrives, the Check-In Record Card (if any) will be pulled with the Pink Copy of the MOF and inserted in the material. The receiving information will be entered on the Check-In Record Card (if any). A Pink Flier will be made and inserted in the material and the material will be hand-carried to the Book Card Production Unit and placed on the "Rush" Shelf.

(B) Distribution: The invoice will be stamped and signed by the Receiving Supervisor. The Gold Copy of the MOF will be removed from the Gold Slip File, attached to the invoice and sent to Automated Accounting.

6.2.1 Uncataloged Titles:

(a) The Check-In Record and/or Periodical Title File will be searched for the Pink Copy of the MOF. A "P" slip and Pink Flier will be inserted in the material and the material will be sent to the Serials Catalog Librarian for cataloging.

(b) Following the cataloging process, the Serials Supervisor will set up the Serial Record, then hand-carry the material (with Pink Flier and pink copy of the MOF) to the Book Card Production Unit and place on the "Rush" shelf.

6.2.2 Missing Invoices: If the invoice does not accompany the material, the Pink slip will be marked "sent through" and re-filed in the original file.

7.0 CATALOGING

7.1 Receiving:
Titles to be cataloged will be hand-carried to the LA I Cataloger in charge of Rush Books.

7.2 Processing:
(A) Titles Requiring Original Cataloging: Titles without LC copy (Photo or proof) will be hand-carried to the Catalog Librarian for original cataloging.

(B) Titles with LC Copy (Photo or Proof): The LA I Cataloger will catalog the titles, making any necessary changes, and enter the call number and other necessary information on the face and verso of the Pink Flier. The call number is also entered on the green copy of the MOF and the MOF is filed in the Shelf List File.

7.2.1 Added Copies: If a title is identified as an added copy or if a "hard card" is found in the Shelf List File, the Shelf List Card will be pulled from the File. The LA I Cataloger will catalog the book and enter the new copy number on the Shelf List Card. The Shelf List Card will be returned to the file and the call number and other necessary information will be entered on the face and verso of the Pink Flier. The pink copy of the MOF will be stapled to the verso of the Pink Flier.

7.3 Distribution:
Following process (7.2 above), non-serial titles will be hand-carried to the Book Card Production Unit and placed on either the Rush or Added Copy/Volume Shelf, as appropriate. Serial titles will be hand-carried to the Serials Supervisor (see Section 6.2.1(b)).

8.0 BOOK CARD/SHELF LIST ID CARD PRODUCTION

8.1 Receiving:
Material for Rush processing will be hand-carried to the Book Card Production Unit. Added copies/volumes/issues will be placed on the Added Copy/Volume Shelf. New titles will be placed on the Rush Shelf.

8.2 Processing:
(A) New Titles: The Key-Punch Operator will remove the material from the Rush Shelf and prepare a Book Card only. The material with the Book Card and Pink Flier will be taken to the Revision Table for checking.

(B) Added Copies/Volumes/Issues: The Key-Punch Operator will remove the material from the Added Copy/Volume Shelf and prepare a Book Card and the Shelf List ID Card (with a "2"on cc 68). The material with the Book Card, ID Card and Pink Flier will be placed on the Revision Table for Checking.

8.3 Distribution:
When the revision is complete, the ID Card (if any) is filed in the Subsequent File by call number. The Book Card will remain with the Pink Flier and material unless it is a Technical Services (TS) or Reference item. In that case, the Book Card will be filed in the TS File by call number or the Reference File by card number.

The material, Pink Flier, and Book Card (if any) will be hand-carried to Book Processing Section Supervisor.

9.0 BOOK PROCESSING

9.1 Receiving:
Material for Rush Processing will be hand-carried to the Supervisor, Book Processing, who will check the material and place it on the Rush Shelf.

9.2 Checking:
The Book Processing Supervisor will check the call number appearing on the inside cover of the material, the Pink Flier, and the Book Card (if any).

(A) If the call number on the inside cover and the Flier do not match, the material will be hand-carried to the LA I Cataloger for Rush Cataloging.

(B) If the call number on the Book Card does not match the call number on the Pink Flier and the inside book cover, the material will be hand-carried to the Book Card Production Supervisor, for a new Book Card.

(C) Materials requiring pamphlet covers or mending will be placed on the Pam Shelf or the Mending Shelf where it will receive priority handling. When the material has been pammed or mended it will be placed on the Rush Shelf.

9.3 Processing:
The Label Typist will remove the material from the Rush Shelf and type a book label from the information appearing on the Pink Flier.

(A) General Collection Items: A property stamp will be placed on the fore edge and top edge pages. The book label, book pocket, and a 14-day slip will be affixed.

(B) Reserve Book Room Items: Processing is the same as in (A) above, except that no 14-day slip is included.

(C) Reference/Technical Services Items: Processing is the same as in (A) above, except that both the book pocket and 14-day slip are omitted.

9.4 Distribution:
When processing is complete, the material is placed in an outgoing tub for pick-up and distribution by the Library Mail Courier.

APPENDIX C

PROCEDURES FOR EXPEDITING NYTBR TITLES

In order to increase our speed in acquiring high interest titles, the Bibliography Department will review the New York Times Book Review and the Los Angeles Times weekly to select titles for which we are likely to receive a number of faculty and student requests. The New York Times Book Review will be routed to the bibliographers, who will mark their selections in it. Selections that bibliographers do not order RUSH should be marked on the NYTBR or the LA Times with a Priority 2. These items will be sorted out in carding and RUSH will not be typed on them. The Bibliography Department Secretary and student assistants will then precheck titles in the Official and Process files, and will generate cards for those items the library is lacking. The source "NYTBR - RUSH" will be typed in the notes section of the order request card. Order request cards will then be routed to Ron, Acquisitions/Serials, for ordering by special procedures.

Catalog Department will process in normal RUSH procedure.

ID

CLASS RESERVES AND RUSH - IMMEDIATE PROCESSING

	Standing Orders	Bibliographies	Large Items (over $100)
Priority I (usually hard to check) Course Proposals Bibliographer defined anticipated needs Support for Courses (not reserve) New Programs	MAY BE ANY PRIORITY	MAY BE ANY PRIORITY	MAY BE ANY PRIORITY
Priority II (easy to check usually) BPR, TLS, Books Abroad, PMLA, added copies			
Priority III Other			

All Checkers
All Bibliographers
Lucie
Carol

PRIORITIES FOR ORDER REQUEST CARDS

PROCESS OF REQUEST ORDERS FROM BIBLIOGRAPHY TO THE CHECKING SECTION

1. Any requests that a bibliographer decides to order should have a priority number along with its fund and bibliographer's initials.

2. These requests will be checked in the official and process and then typed.

3. The head checker will review all typed cards to make sure important information has been typed. If necessary a blurb will be kept, otherwise it will be tossed away.

4. There will be a blurb file for those important items that a checker may need to check in the future. The file will be arranged by date received. The same date that is shown on the request card will be stamped on the blurb. The request card will be marked if blurb is in file.

5. These request cards will be kept in a box for the head bibliographer to review all bibliographers' requests.

6. All request cards ready for bibliographic checking will be filed in a box by priority number for each bibliographer. Each bibliographer's request box file will be arranged according to priority number.

7. When bibliographic checking is completed, the request cards will be ready for ordering. If at the time our budget is not being spent, these request cards can be filed in the requester's box file according to priority order, separated from the request cards not yet bibliographically checked.

5-24-73

Procedures for checking large bibliographies

Large bibliographies are defined as those comprising 25 or more pages of entries. Processing one of these is a major project, and cannot be accomodated under current levels of staffing. A procedure for handling this task is outlined below.

1. Bibliographers will pre-review any large bibliography they are considering having surveyed against the collection. Some estimate of the difficulty of the project should be made at this time; the estimate will be used in the allocation of staff hours to the project. The main factors governing an estimate of difficulty are 1) length of the bibliography 2) accuracy or lack of accuracy in the entries of which it is comprised 3) sample size assigned.

2. The bibliographer will define a sample size for the initial checking run. The viable range for sample size seems to run from five to twenty percent of the entries; the larger percentages should be used for the smaller bibliographies, and the smaller percentages for very voluminous bibliographies. The bibliographer may opt for a smaller percentage if he knows that the narrow subject covered by a bibliography is one in which this library has not previously done much developmental work. Using a small percentage will speed processing, and allow him to begin to fill in a known gap in our coverage.

3. After the bibliographer has defined the sample size and sampling method (every tenth title, every fifth title, etc.), one of the department's student assistants will check those titles against our holdings in the official and process files. The bibliographer should be consulted in cases where the entry of the item is questionable. The student will annotate the bibliography, using standard bibliographic checking notation.

Procedures for checking large bibliographies (continued)

4. Once the survey check is completed, the student will use the calculator to compute the percentage of library-has titles in the sample, record it on the bibliography, and return the completed project to the bibliographer.

5. On the basis of this information and his knowledge of the subject field, the bibliographer will make a recommendation for carding. If the percentage of library-has titles in the sample is extremely low, he may recommend carding all titles before checking; this is, essentially, a buy all lacks decision. In cases where the sample shows a fair percentage of library-has titles, he may ask to have the entire bibliography checked and only lacks be carded. If the bibliography is small enough, he may hook desired titles and ask that all lacks among these may be carded. Once he has defined the preferred method for purchase, he should consult the head bibliographer for priority assignment.

6. Because of the number of hours required to complete processing of these large projects, the head bibliographer will, after consultation, assign a priority to each bibliography. These will be based on his assessment of collection development needs of all subjects, not only the one considered by the originating bibliographer. He will also consider available student time (for pre-checking and carding), bibliographic checking work-load, time of the fiscal year and status of the budget.

7. The project, annotated with applicable decisions, will be given to a student assistant for pre-checking and carding in our usual processing cycle. Statistics on total titles purchased from the bibliography will be kept.

8. Once the project is completed, the bibliography will be returned to the originating bibliographer. The statistics may be used by him as seems necessary and appropriate.

CATALOG ORDERS

1. Bibliographer hooks desired titles in catalog, indicating entry and PDC. All catalog orders will be priority 1, RUSH. If catalog is big enough pages will be paper-clipped to facilitate pre-checking.

2. Bibliography Department secretary will pre-check catalog as soon as it is given to her. (Checking through official under hooked entries or possible entries.)

3. Catalog will be given to the Order Section Supervisor, who will call in and reserve the items wanted. The dealer will be told that we will call him within seven days to confirm the reservations for the reserved items. If the item is already sold, the entry will be marked and the catalog returned to the bibliographer for a want-list decision on these.

4. After the Order Section Supervisor has called to reserve the items listed in the catalog and the bibliographer has given want-list decisions, the catalog will be returned to the Bibliography Department secretary for card typing.

5. Those items the library lacks (which have been selected) will be carded by the Bibliography Department secretary. Cards for catalog items should include the item number from the catalog as well as the usual information, including second hand dealer, catalog number or name, PDC and fund, requestor and price. Cards for want-list items should be carded according to want-list procedures.

6. Items priced at over $15.00 will be carded first and forwarded to the checking section to be checked. When the checking section has established entry on the over $15.00 items, the O.P. dealer will be called and told which items the library has and that we do not wish him to supply.

7. Catalog and cards will be sent to Checking Section Supervisor, who will see that the material receives full checking. When the LC or NUC entry has been established (with entry change, official and process rechecked for dups) she will forward the catalog and cards to the Order Section as usual.

8. Order will be typed and mailed, the order request card is filed in the process file. The catalog will be held with a copy of the order in the Want-list files maintained in the Order Section.

9. If there is no action on a catalog order within six months, the order will be canceled, cards returned to the head bibliographer and the head acquisitions librarian notified for follow-up with the dealer.

PERIODICAL AND SERIAL REVIEW

A. Reduction of Continuations Costs	6-14-74
B. Continuations Cutbacks	9-18-74
C. Serials Project Memo No. 1	10-1-74
D. Periodical Review Project	12-18-74
E. List of Periodicals Proposed for Cancellations	9-5-75
F. Continuation Request Procedure and Flowchart	

June 14, 1974

TO: All Bibliographers
FROM: Dave Perkins

SUBJECT: Reduction of Continuation costs

This memo constitutes our attempt to control serial and periodical price increases. There are several classes of material; they differ in selection criteria by subject, differ in ordering procedures, and differ in the percentage increases they are contributing to the overall increase in costs. We find it necessary, therefore, to initiate control procedures of several types. On the Bibliography bulletin board is a detailed block diagram of these procedures, which should be consulted to amplify the listings of this memo. Here are entered those steps each bibliographer must take to enable us to implement the discussed fiscal reduction.

PERIODICALS

1. Each bibliographer will be given that segment of the periodical record (following its duplication) which has been assigned his PDC (s). There will be problems with these for two reasons. First, the PDC's were assigned mechanically on the basis of call number, and in some cases the Library of Congress may not accurately reflect usage on this campus. Second, those disciplines without PDC's of their own will be split among several bibliographers. Thus the first step is to readjust distribution of cards by consultation with other bibliographers and with the head bibliographer. In some cases we may wish to change PDC

assignments--changes of PDC will be reported to Serials and their records will have to be changed.

2. Bibliographers should construct individual files of their periodical titles in whichever form they prefer.

3. In the fall of 1974-75 faculty opinion will be surveyed to determine their opinion of priorities, most needed titles, etc. A form for this purpose will be produced by the head bibliographer.

4. Bibliographers should enter the results of the survey in their files in whatever form they prefer. From these files, they should develop a priority list of potential cancellations.

5. New titles presented in October must be accompanied by an equal dollar amount of cancellations.

6. In addition, each bibliographer should be prepared to reduce his dollar commitment to periodical titles by 10 per cent following the faculty opinion survey.

SERIALS

1. Once our serials shelf-list is completed and cost data entered it will be split in two. Each bibliographer will receive two sections of the list (subscription serials and confirming serials). Please maintain this separation.

2. When the bibliographer has received both sets of cards, he should redistribute as necessary those interdisciplinary or aberrant LC classifications to his colleagues.

3. With the remaining cards he should construct a file for subscriptions and a file for confirming serials. Each entry in both files should be researched and prioritied in accord with the bibliographer's best judgement. Consultation with the head bibliographer will probably be necessary. The rating scheme used in the periodical survey would be suitable for use here, although we do not plan, at this time, to survey faculty opinion on serials.

4. New confirming serials may be set up in accord with the following guidelines:

    1. The item must be carded and a record of cost kept by the individual bibliographer.
    2. Each new confirming serial must be balanced, cost-wise, by a confirming serial or serials ready for cancellation.

5. Cancellations to maintain a constant level of expenditure will be made in January and June. (Confirming serials)

6. New serial subscriptions will be presented in October of each year, and should be accompanied by an equal dollar amount of cancellations.

7. In addition, each bibliographer should be prepared to reduce his dollar commitment to both types of serials by 10 per cent in October.

SETS

1. During the summer months each bibliographer will review the standing order file. Consultations will be required for the adjustment of PDC's.

2. The results of this review should be, for each bibliographer, three classes of material: sets in process, serials, and garbage of various sorts.

3. We will flag serials with green markers and will flag items to be cancelled with red markers. Bibliographers may wish to make records on their sets and may also wish to make PDC changes. For record making cards are available in bibliography. For PDC changes a card should be made also and the proposed change discussed with the appropriate bibliographer

4. S.O.'s for new sets may be established at any time during the fiscal year in accord with the following criteria:

   1. Consultation with the head bibliographer is required if the total cost of the set is over $100.
   2. Sets under this dollar limit may be set up by the bibliographer.
   3. In both cases, he must be prepared to cancel other items of this value to cover the new S.O.
   4. If the decision not to buy at this time is made, the bibliographer may record the title in a desiderata file for later consideration.
   5. Cost balances will be maintained by cancellations in January and June to accomodate the new titles added.

September 18, 1974

TO: BIBLIOGRAPHERS

FROM: DAVE PERKINS

SUBJECT: CONTINUATIONS CUTBACKS

This memo contains our 1974-75 goals for continuation cutbacks. It consists of three parts -- deadlines, instructions, and amounts by PDC.

I DEADLINES

1)	Review Standing Order File -	November 1, 1974
2)	Review Subscriptions -	December 1, 1974
3)	Review Periodicals	
	AP and Z Periodicals -	December 15, 1974
	Others in consultation with teaching faculty -	March 15, 1975
4)	Review Serials (confirming) -	January 30, 1975

II INSTRUCTIONS

Consult the charts attached for your subjects: they will tell you your reduction goal in dollars. Roughly, fund 300 relates to items currently in the standing order file (though it may not include all of them), and fund 301 to items currently on the serial record (again, not all of them will be included). The figures were developed from our spending patterns last year: dead or irregular items in either file (those titles for which nothing was received last year, or in certain cases for a number of years) are not included. We are interested in reducing dollars spent: cancellation of a dead title cleans up the file (and should be done) but does not save us any money. You will get the titles to meet your reduction goal for fund 300 from the Standing Order file review - but remember, cancellation of a dead title saves no money and it will be necessary to consult the closed order file in the accounting section to find out how much money a given cancellation will actually save.

Your goals for subscriptions and fund 301 cancellations will come from a review of the files Barbara's project has produced. The same reservations should apply to their use - dollars saved is our goal.

Subscriptions.

We have no way of separating subscription costs of periodicals and serials by PDC, so they are lumped together on page 3 of this memo, column 1. Column 2 is our overall reduction goal for both classes of material. Serial subscriptions account for 15% of this cost, on the average, so that column 3 records each PDC's cancellation goal in dollars developed on the basis of this 15% average. Column 4 is the remaining 85%, which should come from periodical cancellations.

FUND 300 - STANDING ORDERS

PDC	73-74 SPENDING	10% REDUCTION
0400	2,059.13	206.00
0500	4.86	.50
0600	00	00
0800	499.56	50.00
0900	1,256.40	126.00
1002	1,868.33	187.00
1005	1,274.62	127.00
1007	00	00
1101	341.38	34.00
1102	1,139.93	114.00
1103	243.85	24.00
1104	166.01	17.00
1105	75.78	76.00
1106	77.86	78.00
1200	881.18	88.00
1300	00	00
1501	746.52	75.00
1506	00	00
1509	521.85	52.00
1510	394.19	39.00
1700	638.64	64.00
1902	559.28	56.00
1905	1,113.14	111.00
1914	359.62	36.00
2000	14.20	1.00
2100	00	00
2202	168.79	17.00
2204	790.78	79.00
2205	1,620.11	162.00
2206	303.27	30.00
2207	1,232.49	123.00
2208	223.27	22.00
2211	11.75	1.00
2213	26.70	3.00
9411	3,185.21	319.00

March 31, 75

PERIODICAL & SERIAL SUBSCRIPTIONS

	74-75 Allocation	10% Reduction Goal		15% Serial Sub. Portion		85% Periodical Portion
0400	$36,813.00	$3,681.00	=	$552.00	+	$3,129.00
0500	17,059.00	1,706.00	=	256.00	+	1,450.00
0600	1,522.00	152.00	=	23.00	+	129.00
0800	5,709.00	571.00	=	86.00	+	485.00
0900	27,477.00	2,748.00	=	412.00	+	2,336.00
1002	5,119.00	512.00	=	77.00	+	435.00
1005	3,402.00	340.00	=	51.00	+	315.00
1007	445.00	45.00	=	7.00	+	38.00
1101	269.00	27.00	=	4.00	+	23.00
1102	240.00	24.00	=	4.00	+	20.00
1103	336.00	34.00	=	5.00	+	29.00
1104	23.00	2.00	=	00	+	2.00
1105	287.00	29.00	=	4.00	+	25.00
1106	290.00	29.00	=	4.00	+	25.00
1200	17,643.00	1,764.00	=	265.00	+	1,499.00
1300	1,249.00	125.00	=	19.00	+	106.00
1501	3,917.00	392.00	=	59.00	+	333.00
1506	140.00	14.00	=	2.00	+	12.00
1509	1,897.00	190.00	=	29.00	+	162.00
1510	847.00	87.00	=	13.00	+	74.00
1700	11,073.00	1,107.00	=	166.00	+	941.00
1902	29,846.00	2,985.00	=	448.00	+	2,537.00
1905	32,273.00	3.227.00	=	484.00	+	2,743.00
1914	5,039.00	504.00	=	76.00	+	428.00
2000	2,344.00	234.00	=	35.00	+	199.00
2100	413.00	41.00	=	6.00	+	35.00
2202	1,214.00	121.00	=	18.00	+	103.00
2204	6,397.00	630.00	=	95.00	+	536.00
2205	7,761.00	776.00	=	116.00	+	660.00
2206	3,121.00	312.00	=	47.00	+	265.00
2207	12,198.00	1,220.00	=	183.00	+	1,037.00
2208	6,475.00	648.00	=	97.00	+	551.00
2211	146.00	15.00	=	2.00	+	13.00
2213	181.00	18.00	=	3.00	+	15.00
9411	23,335.00	2,334.00	=	350.00	+	1,984.00

FUND 301 - SERIALS

PDC	73-74 SPENDING	10% REDUCTION
0400	$1,759.21	$176.00
0500	1,426.10	143.00
0600	76.94	8.00
0800	1,172.46	117.00
0900	3,222.09	322.00
1002	838.43	84.00
1005	291.04	29.00
1007	00	00
1101	187.52	19.00
1102	540.35	54.00
1103	124.57	12.00
1104	10.80	1.00
1105	85.26	9.00
1106	104.73	10.00
1200	2,864.10	286.00
1300	66.06	7.00
1501	830.64	83.00
1506	6.95	1.00
1509	178.95	18.00
1510	67.77	7.00
1700	2,094.19	209.00
1902	1,949.15	195.00
1905	7,382.08	738.00
1914	981.06	98.00
2000	888.58	89.00
2100	166.72	17.00
2202	132.53	13.00
2204	1,127.23	113.00
2205	2,029.68	203.00
2206	388.90	39.00
2207	4.838.22	484.00
2208	711.35	71.00
2211	98.00	10.00
2213	00	00
9411	6,624.81	663.00

- abstract on index ...
... on serials

CRL 9411

October 1, 1974

TO: C. Bedoian, T. Fry, T. Geiger, F. Holler, J. Kenny, B. Magnuson, L. Norwood, K. Nupoll, D. Read, V. Sherman

FROM: Dave Perkins Dave

SUBJECT: Serials Project Memo #1
Review and Cancellation of Subscription Serials

Reference: Memo of 9-18-74 on Continuations Cutbacks

The purpose of this memo is to describe the serials file you have been given and to outline procedures for reviewing and cancelling titles in the subscriptions part of it. Subsequent memos will outline procedures for dealing with the non-subscription serials (labeled "S.O.C. and Others" in your file boxes) and any addenda or revisions to the procedures.

DESCRIPTION OF FILES

How the File was Generated. Because there was no serials shelf list or other subject breakdown of serials, a project was quickly started last May when money became available for students to make a set of serials cards that could be filed by call number. Information on cost, PDC, payment method and completeness of holdings was added to the cards. The students were trained as rapidly as possible and went to work with a minimum of supervision. There was little editing of results. Emphasis was on speed, as time and money were limited. Therefore, there are errors on the cards, as well as omissions because the Serials Record file itself was lacking data.

The students first reviewed the cards in the Serials Record and extracted what information they could from it. They typed a 3"x 5" card from each title's "bound holdings" cards. For every buff card that indicated the Serials Record card out of the file they filled in the main entry in pencil on the 3" x 5" card.

Next the Subscription File was reviewed for current prices on subscription items. All cards indicating that the method-of-payment was by subscription were checked against this file and costs noted. All cards for which method-of-payment could not be determined from the Serials Record were also checked in this file and any subscriptions were noted along with price and PDC. New cards were made in pencil for titles found in the Subscription File but not in the Serials Record.

The cards generated by this project were then sorted into subscription and non-subscription batches and the whole lot was duplicated. The duplicate set of cards (in file boxes in the Bibliography Dept. conference room) constitutes the serials shelf list. The box with the blue label contains the cards on serials determined to be subscriptions, or parts of subscriptions. They are arranged first by call number and then alphabetically by main entry if they don't have a call number.

The set of original 3" x 5" cards were then sorted to give to the individual bibliographers as working files. Your set of cards should consist of two groups: subscription serials and non-subscription serials (S.O.C. and Others). Within each group the cards are divided into PDC's plus one section of titles for which PDC's were not found. This latter set of cards was assigned to bibliographers arbitrarily on the basis of title or call number. You may transfer some of them to other bibliographers if you locate the PDC actually used and it belongs to someone else. Within each PDC section cards are arranged by call number or by main entry if there was no call number.

Data Elements on Cards.

1. Analyzed? Ignore this.

2. Call No. Typed in when "bound holdings" card was in Serials Record. The words "classed as mono." are in this space when each member of the serial is given an individual call number. These will always have to be filed separately in the shelf list. When this space is blank the Serial Record card was out of the file.

3. Main Entry/Title. These are typed when the "bound holdings" card was in the Serials Record. They were written in pencil when there was only a buff card or when a title was found in the Subscription File but was not in the Serials Record (all serials in the Subscription File have "SERIAL" in the upper left.) Common errors: main entry and title were run together; entries on buff card were typed instead of written in pencil; entries for buff cards that were merely "see references" were copied; main entries and titles may have been shortened because they were copied off the bottom of the Serials Record card, rather than from the top, which has the official entry.

4. Reg. or Irreg.; Price/No.; No./Yr.; Price/Yr. The second and third elements here were an attempt to determine the fourth element, Price/Yr when the serial is irregular. Most (but not all!) subscription serials are regular, and in any case they have a fairly readily determined Price/Yr., provided the Subscription File card can be located. (Note: only the Subscription File has current prices. The Serials Record has no subscription prices past 1972 as they are no longer being entere Titles not found in the Subscription File may have been temporarily removed or may have been entered in a different way from the Serials Record.)

The Price/Yr. is that figure you need to determine the amount you will be cancelling. There is usually a note on your card after price giving the last year that price was paid. Also, an item that "comes with" another subscription of blanket order is not priced separately.

5. File and Method of Payment. The "File" is always "S.R." (originally it was thought we could get to the Standing Order file also.) The method of payment is in parentheses. For subscriptions it is "sub." For confirming orders it is "S.O.C."(standing, perhaps, for Standing Order Continuation.) Sometimes method of payment information was missing on the Serials Record card; if it is a subscription item and was found in the Subscription File this was noted. Another type of payment is "comes w/sub" meaning that it is part of another subscription. Due to the necessity for speed, details of the other subscription were not copied, although this information is usually on the Serials Record card. Other methods listed include free items such as "gift", depository "dep"), and mailing list.

6. PDC. This was filled in when it could be found. Sometimes it is in the Subscription File but not in Serials Record or, (rarely) vice versa. Sometimes it is missing in both. Another case of missing PDC occurs when there was only a buff card in the Serials Record. Often a PDC is missing because the serial has not been paid for recently--eg. it is inactive, costs nothing, or comes with another subscription.

7. Yr. &/or vol. start; Completeness. The students were asked to write something quickly to give an indication of when we started to get the serial and how complete are our holdings since that start. This is to give you information on candidates for backfile purchases--if we ever get any money for them.

8. Flags. These were not color coded--all colors mean there was a problem in finding an important piece of data, ie. call numbers, price, method of payment or PDC.

HOW TO REVIEW YOUR SERIAL SUBSCRIPTION CARDS

General Remarks

1. Keep your cards in any order you wish within method-of-payment type (ie. sub. or non-sub.) and PDC's. Remove flags if you want. You may find it more convenient to alphabetize by main entry within the PDC.

2. You needn't try to supply all missing information on each card immediately unless you wish to cancel or you wish to transfer the title to another bibliographer--need price/yr and PDC.

3. Keep external records updated.

   a) All PDC changes (even if no PDC before) must be made on the Serials Record, the Subscription File and Bibliography's shelf list (see next section on procedures).

   b) Note missing call numbers on your card and on the Bibliography shelf list card, which should be re-filed by call number.

   c) If you can't find a card in the Bibliography shelf list make a new one and file in shelf list. Julie has a supply of blank serials cards.

4. The working files, both shelf list and bibliographers', should be for active items only. If you discover a ceased serial or one that is being removed from Serials Record, remove the cards from both working files. Consider cancelling obviously dead ones. This won't save money but will clear the file.

Reviewing Serial Subscriptions with no PDC's

1. Re-check the Serials Record. Cards may have been returned, student may have missed the PDC. Note any other missing information (eg. call number.) If it says "new serial" on the buff card you might note that (it doesn't have a call number yet.) If it is a "comes w/sub." note what subscription it comes with, look that title up in Serials Record to find the PDC. This is important in order to determine the Bibliographer responsible for the serial.

2. Check the Subscription File (Note: this file has two parts depending on whether the renewal date is mid-year or first of the year; check both parts.) Sometimes the PDC will be here. Also there are blanket or multiple-title subscriptions and you can find PDC's and total costs here.

3. If there is still no PDC, assign one, if it is yours. If it is not yours put aside for discussion with other bibliographer (see section below.)

4. Take the batch of cards and put any new information on cards in the subscription serial shelflist (blue label).

5. Give the batch of cards with newly discovered or assigned PDC's to Cathy Shofner in Serials so that they can annotate their records (both Serials and Subscriptions.) Attach a note to return the cards to you.

6. When returned, file cards in your file with the corresponding PDC's.

7. If the information is too time-consuming to find at this time you can defer working on it unless you want to cancel or transfer the title. Leave uncorrected cards under "no PDC" in your Subscription section.

Transferring to Other Bibliographers and Changing PDC's

1. Review serial subscription cards with PDC's. Collect those you think should be someone else's responsibility, together with those you collected from the batch without PDC's.

2. Discuss it with other bibliographer. If unable to agree on an item or area of responsibility see Dave Perkins. Problems may occur with PDC 9411 especially.

3. Do not give cards away at this time. Keep cards until processed. If no change return card to your file.

4. Get prices for all items, note on cards.

5. Cross out old PDC and add new PDC on card. Add any missing call numbers to shelf list if found and follow steps 4 and 5 in the previous section to change PDC's in the shelf list, Serial Record and Subscription File.

6. When cards are returned make a note of the total costs of serials being transferred and the original and final PDC's. Keep this total in your folder on continuations.

7. Give cards to other bibliographer with a note on the cost total.

8. Adjust your amount to be cancelled as follows. Take 10% of the total cost of serials transferred from each PDC in the subscription serials. Subtract this calculated number from the figure for the original PDC in the column headed "15% Serial Sub. Portion" in the Sept. 18 memo - page 3.

   The receiving bibliographer adds this same amount to his or her dollars in the same column corresponding to the new PDC. When all transfers are completed, the figures for dollar amounts in the column "15% Serial..." will be the total dollar amounts of serial subscriptions to be cancelled for each PDC.

9. At the end of this process Dave Perkins should be notified of the net amounts of these adjustments.

10. Transferring free items will not entail all this work, but you should note a PDC and any new information on the shelf list. This will inform people of the bibliographer responsible for the item.

11. If difficulty is experienced with items out of the Serials Record for a long time, discuss the problem with Cathy Shofner. If Jim Burnell has the Serials Record cards it is best to give him a list of titles and wait a couple of days.

12. You should complete all transfers by November 15 in order for everyone to have time to consider cancellations by the December 1 deadline for subscription serials.

CANCELLING SERIAL SUBSCRIPTIONS

1. Decide on serials to be cancelled for each of your own PDC's. Consult with members of the Reference Department and teaching faculty according to your judgement. Aim for a total dollar amount arrived at in Step 8 in the preceding section.

2. Pull cards to be cancelled and write CANCEL in red across the face. Give to Cathy Shofner who will begin the process. You may wish to make a note of your total cancellations in dollars for each PDC.

3. Cathy will return the cards to you. Pull cards from the Bibliography shelf list and discard. Give your cards to Dave Perkins in batches by PDC and attach a note giving the total cancelled.

State of California

Memorandum

To : C. Bedoian
T. Fry
T. Geiger
F. Holler
J. Kenny
B. Magnuson
L. Norwood
K. Nupoll
D. Read
V. Sherman

Date: December 18, 1974

From : David L. Perkins
California State University, Northridge
Northridge, California 91324

Subject: PERIODICAL REVIEW PROJECT

On December 20, 1974 the Bibliography Department will be mailing packets to all departments containing materials for our periodical review project. Included in these packets will be the following items:

1. Cover Letter (DP to Department Chairmen)
2. Explanatory letter (dated 12-2-74--mailed 12-13-74)
3. Periodical list(s)
4. Standard Answer Sheets
5. Instruction Sheets

I am including with this memo an example of each of the above--with the exception of the periodical lists--which are available in Bibliography.

DP/jc
Attachments (4)

of California

emorandum

: Department Chairmen Date:

David L. Perkins

From : California State University, Northridge
Northridge, California 91324

Subject: 1974-75 PERIODICAL REVIEWS

As part of our 1974-75 serial and periodical review project, we are attempting to rate each periodical title currently received by the library. The reasons for this review and the method for rating periodicals are explained in the attached memo to department chairmen dated December 2, 1974.

A numbered list of the periodicals to be evaluated by your department is included. One list will be sent to each department; additional copies may be xeroxed as required. Also attached are standard answer sheets for recording ratings on a four-point scale ranging from (A) essential to (D) marginal. A fifth category (E) not applicable, irrelevant, or unknown, may also be used.

Enough answer sheets have been included for distribution to all full-time faculty members. If more sheets are required, call the Bibliography Department at Ext. 2256. Departments may wish to cumulate individual faculty responses themselves and submit a single rating for each periodical to the library. If not, the individual answer sheets may be returned to the Bibliography Department in the South Library, which will send the sheets to the Computer Center for cumulation.

The subject bibliographers are available (Ext. 2256) to consult with department chairmen, library coordinators, or individual faculty members concerning any questions or problems which may arise.

Our deadline for the completion of periodical ratings in the departments is February 15, 1975. By April 1, 1975, we hope to have ready for final review by the departments a list of titles proposed for cancellation.

DLP/jc

Attachments
Periodical Lists
Standard Answer Sheets
12-2-74 memo
Instruction sheet

...ia of California

Memorandum

To : Department Chairmen

Date: December 2, 1974

Norman E. Tanis

From : California State University, Northridge
Northridge, California 91324

Subject: Serial/Periodical Review Project

Problem and Basic Objective

In the last several years the library has been faced with a financial squeeze resulting from a nearly static book budget coupled with severe inflation, two factors which have seriously diminished our purchasing power. In order to stay within available funds, it has become necessary to review overall allocations for books and serials.

Serial and periodical acquisitions pose the most serious problem in the library materials budget because each title represents a continuing or permanent commitment of funds and because serials and periodicals are subject to much larger inflationary increases than books (around 13% per year over the last five years). The best way to state the problem is to show what will happen during the next five years if we fail to act. Assuming a steady state allocation, together with inflation at the current rate of 13%, we will be spending our entire materials budget on periodicals and serials in five years (1979/80) even if we add no new titles.

FISCAL YEAR	SERIALS/PERIODICALS	SERIALS PERCENTAGE OF TOTAL BOOK BUDGET
1974/75	$362,188	56.1*
1975/76	409,272	63.4
1976/77	462,477	71.7
1977/78	522,599	81.0
1978/79	590,536	91.5
1979/80	667,305	103.4

*Funding 1974/75 for all library materials -- $645,188

We present this projection to demonstrate the magnitude of the problem: by 1979/80, if present trends continue, there will be no money whatsoever for books. During fiscal 1973/74, purchasing of both current and retrospective monographs has been curtailed, but there is a level of monograph purchasing below which we cannot afford to fall if we are to maintain a balanced collection. Some large reductions in the serial and periodical allocations must therefore be effected during 1974/75 in order to impact the 1975/76 budget. We would continue to maintain backfiles of any serials for which current subscriptions were cancelled.

Goals of the Serial and Periodical Project.

In each field the quality of library support depends in large measure upon a proper balance in acquisitions of serials and monographic books. The ultimate goal of this review is to sustain the quality of support for each academic program, considered as a whole, by preserving some funds for monographic purchases while still maintaining the integrity of the serial and periodical lists.

No ideal percentage of the materials budget that should be devoted to serials and periodicals has been established. Use of materials in instruction and research and the consequent mix of books and serials varies from discipline to discipline. In some disciplines budget allocations of as much as 75 or 80% for serials may be in line with academic objectives. Nevertheless, we can formulate an initial target that will improve our control of spending without doing violence to the academic programs of the university. We have agreed on a 10% reduction (in dollars) impacting 1975/76 and a further 10% reduction impacting 1976/77, each to be planned during the preceding year. Thus, over a two year period the serial and periodical budget would rise to only $374,607 (1976/77) instead of the $462,477 projected.

In effect, we would secure approximately two years' gain on inflation by eliminating marginal periodicals and serials. Eliminating currently-received little-used titles would also ensure that we continue to have funds for the purchase of desirable new periodicals and serials as they appear.

After the two year project is completed, we expect to continue to review the serial and periodical lists annually in relation to academic program priorities at Northridge and consequent collection development policies, and to determine any further reductions or additions on the basis of budgetary conditions prevailing at that time.

Method.

To reach the goals of the project, every currently-received serial and periodical title needs to be reviewed during the 1974/75 academic year to determine its priority. We plan to structure the review in the following way:

A. Lists for Review. We will make up lists of the currently-received serial and periodical titles in the LC classification groups directly pertinent to each academic department or program. A rating scale will be printed next to the listing of each title, to facilitate marking its priority. We propose four priority ratings:

1. Essential for instruction in broad areas of the discipline. Students and faculty consult this current title regularly and very frequently.
2. Important for the discipline though less closely related to existing instruction. May be of considerable importance for research, but not as broadly applicable to the department's instructional program as a whole as (1).
3. Useful - Not basic or central to instruction at CSUN, but useful as supplementary material. May fill individual research needs, ...

but these are likely to be highly specialized. The title is consulted less frequently and is considered to be more limited in its application to this department's work at CSUN as compared with (1) and (2). (Interlibrary loan access, if prompt, would be satisfactory.)

4. Marginal to the department's instructional program and infrequently consulted. May serve occasional research needs; rarely used for instruction. (Interlibrary loan access would be satisfactory.)

And, in addition to the scale, this category:

5. Not applicable, not relevant, or unknown. The department is not familiar with this title; or it does not appear to be related to the department's instructional program. (Note: Because of the vagaries of the LC classification or other factors beyond the control of the library, some titles of category (5) are likely to appear on every departmental list.)

Ratings 1 through 4 are intended to indicate a progression from the highest priority journals and other serials, all of which are broadly applicable to wide areas of instruction and research, toward more specialized serials which tend to reflect individual needs. In other words, moving from the broadly essential (1) to the individualized and infrequently consulted (4). Number (5) is to be assigned to those titles not considered applicable to the discipline or not known to the department.

B. Departmental Faculty Review. During the month of December each list will be submitted to the appropriate department or program for review. A library staff member will be assigned to work with the faculty in each department/program,

to explain the problem, the objectives and methods, and to assist in whatever way is helpful. Each department/program faculty will be asked to rate the titles on its list, keeping in mind the overall reduction targets, and the consequent need to assign priority 3 and 4 ratings to some 20% of the titles.

We shall hope to obtain a single rating for each title reflecting department/program faculty consensus. Different procedures will be appropriate to different programs in obtaining such a consensus, depending upon the number of titles to be reviewed and the number of faculty concerned with that program. Departments may find it useful to appoint a small ad hoc committee to work with assigned library staff and effect the necessary liaison.

To allow ample time for final collation of all lists, the priority ratings must be assigned promptly. A target deadline of February15, 1975 has been set for return of the lists.

The purpose of faculty review is to insure that only low-priority titles are considered for deletion. It will be apparent, however, that the library cannot and will not apply the gross dollar reduction targets rigidly to the list of serial and periodical titles for each discipline. Differences between disciplines--in terms of the degree of reliance on serials vs. books, the relative use of current vs. retrospective materials, and the extent and rigor of previous years' reviews--clearly indicate the desirability of a less arbitrary approach. At the same time, it is important to note that department and program faculties need to identify such differences and variations, and assess their impact on the relative priority of various kinds of acquisitions, so that the library can respond to them. As already noted, the quality of library service depends

in large measure upon a proper balance in acquisitons between serials and monographic books.

C. Collation of Responses. The Library, through its Bibliography Department, will coordinate responses to identify any disagreements, make sure that all titles have been assessed on at least one list, solve any other operational problems, and request further review or discussion as needed. (Target date April 1, 1975)

D. Final Review. The final review will be comprehensive and thorough, and faculty will be notified following its completion. At this time, the library will generate a list of titles to be cancelled and will note on it any CSU or UC campuses or other nearby libraries that receive any of these titles.

INSTRUCTIONS FOR RATING PERIODICALS

Attached are standard answer sheets with a four-point scale for rating periodicals ranging from (A) essential to (D) marginal. A fifth category, (E) not applicable, irrelevant, or unknown, may also be used. Please record your rating for each periodical next to its number on the standard answer sheet, using a #2 pencil. Do not staple or fold these sheets.

If the list of periodicals which you are rating has more than 160 titles, more than one standard answer sheet will be required. In that case, the standard answer sheets will be marked so that no more than 100 periodicals per sheet are rated except for the last page.

INSTRUCTOR _____ DEPT. _____ COURSE _____

PRINT YOUR NAME IN THE BLOCKS PROVIDED. BLACKEN CORRESPONDING LETTER IN EACH GRID.

LAST NAME | FIRST | MI

USE A #2 PENCIL ONLY

1	2	3	4	DATE MO	DAY	YR	IDENTIFICATION NUMBER

State of California

Memorandum

To : Faculty

Date: September 5, 1975

David L. Perkins
Head Bibliography Librarian

From : California State University, Northridge
Northridge, California 91324

Subject: List of Periodicals Proposed for Cancellation

Attached is a preliminary list of periodicals proposed for cancellation as a result of the library's 1974/75 serial and periodical review project (cf. memo of Dec. 2, 1974, from Norman Tanis to department chairmen with copies to faculty). In order to compile this list, the library has collected information on the periodical needs of the CSUN campus in two ways: 1) by soliciting faculty evaluations of periodicals; and 2) by recording actual usage of periodicals. The faculty survey and the user study are described below:

Faculty Survey. The faculty survey began in early February when lists of periodicals were sent to each department, together with standard answer sheets for recording evaluations, and letters of explanation. The periodical lists had been prepared by subject bibliographers to reflect, insofar as practical, the particular interests of the departments. Each periodical carried by the library was included on at least one such list. (The general interest periodicals and those relating to librarianship were evaluated by the library faculty.) All responses were received by the end of May.

Each department had been asked to rate each title on its lists on a scale from one to five, the number one being the highest rating. Some departments returned one list with a department consensus rating for each title. Other departments returned the standard answer sheets submitted by individual faculty members. The library had these sheets analyzed by computer to get the overall departmental response.

User Study. Because periodicals do not normally circulate outside the library, usage can most practically be determined by the number of issues of volumes of periodicals removed from the shelves by library patrons. For a period of almost four months from early March to the end of June, 1975, signs were prominently posted in periodical areas requesting patrons not to reshelve periodicals they had used. These periodicals were then collected and their use recorded. At the end of four months, the total number of uses was tabulated for each title.

The results of the user and faculty surveys were reviewed by the subject bibliographers to determine which titles had low usage and low faculty ratings. Using this information the bibliographers developed the attached list of potential subscription cancellations. This list is now being submitted to the faculty for review prior to any cancellations. If you wish to discuss objections to the cancellation of particular titles, keeping in mind the necessity of cancelling those titles that contribute least to the academic programs of the University, please call the appropriate subject bibliographer (listed on the attached page) in the Bibliography Department, Ext. 2256. Calls must be received no later than September 30 in order for the library to meet its deadline for 1975/76 subscription renewals.

BIBLIOGRAPHY DEPARTMENT
SUBJECT RESPONSIBILITIES

Department Name	Bibliographer
Accounting	Sherman
Anthropology	Perkins
Art, General	Kenny
Art, History	Kenny
Art, 3-D	Kenny
Art, 2-D	Kenny
Biology	Magnuson
Business Law	Sherman
Chemistry	Magnuson
Chicano Studies	Nupoll
Communicative Disorders	Magnuson
Economics	Read
Educational Psychology (Education)	Perkins
Electrical & Electronics Engineering	Magnuson
Elementary Education	Perkins
Elementary Psychology (Education)	Perkins
English	Kenny
Finance	Sherman
Foreign Language & Lit., General	Kenny
French	Norwood
German	Holler
Italian	Norwood
Spanish	Nupoll
Russian	Geiger
Geography	Fry
Geosciences	Magnuson
Health Science	Magnuson
History	Read
Home Economics	Magnuson
Journalism	Kenny
Management	Sherman
Management Science	Sherman
Marketing	Sherman
Mathematics	Magnuson
Mechanics & Materials	Magnuson
Music	Geiger/Burdex- Esposito
Office Adm. & Business Ed.	Sherman
Pan African Studies	Read
Philosophy	Kenny
Physical Education	Perkins
Physics & Astronomy	Magnuson
Political Science	Holler
Psychology	Bedoian
Radio/TV/Film	Kenny
Recreation	Perkins
Religious Studies	Kenny
Secondary Education	Perkins
Speech Communication	Kenny
Social & Philosophical Foundations	Perkins
Sociology	Read
Special Education	Perkins
Theatre	Kenny
Thermal-Fluid Systems	Magnuson

PERIODICAL CANCELLATIONS 1975/76

TL 1 A3	Acta astronautica
QH 1 A2	Acta biologica (Hungary)
QD 1 M33	Acta chimica (Hungary)
GN 1 A25	Acta ethnographica
QA 1 A285	Acta polytecknica Scandinavica
QL 1 A34	Acta theriologica
TP 1 A34	Akademia nauk SSSR Proc. Chemical Technology
QC 1 A392	Akademii nauk...bulletin. Physical series.
QH 1 A535	American Fern Journal
P 1 A48	American Forensic Association Journal
U 1 A6	American neptune
AP 1 A544	American Mercury
TP 1 A47	Die angewandte macromolekulare chemie
R 1 P372	Annales d'immunologie
R 1 P37	Annales de microbiologie
AP 1 A73	L'Arche
QL 1 A729	Archiv für Protistenkunde
QH 1 A97	Australian jrnl. of marine & freshwater research
Z 1 A9	Australian Library Journal
N 1 B38	Bauen and Wohnen
AP 1 B4	Belfagor; rassegna di varia umanita
P 1 B45	Better editing
Z 1 B515	Der Bibliothekar
Z 1 B52	Biblos
QK 1 F6322	Biochemie und physiologie der pflanzen
QD 1 S63	Biochemie
QL 1 B58	Bioorganic chemistry
Z 1 B65	Book Club of Calif. S.F. Quarterly Newsletter
QL 1 B63	Brain Research
Z 1 B8	Buch and Bibliothek
P 1 B7	Bühnentechnische Rundschau
Z 1 B7	Bulletin des Bibliotheques de France
QH 1 B82	Bulletin of Marine Science
QH 1 O8	Canadian field naturalist
QD 1 C39	Carbon
QB 1 C4	Celestial mechanics
L 1 C415	Central ideas
R 1 C49	Chemical and pharmaceutical bulletin
QD 1 C47	Chemical Instrumentation
QL 1 C4	Chemico-biological interaction
TP 1 C56	Chemische Technik
QA 1 C68	Colloquium mathematicum
L 1 C6494	Colorado journal of educational research
QA 1 C6	Communications in statistics
P 1 C648	Compagnie Madeleine Renaud-Jean-Louis Barrault

QD 1 C9	Coordination Chemistry Reviews
QC 1 C78	Cosmic research
N 1 C8	Critica d'arte
Z 1 C755	Critique; revue generale des publications francaises et etrangeres.
QH 1 C8	Current topics in radiation research quarterly
Z 1 C9	Cybernetics
GV 1 D358	Dance scope
L 1 D38	Data processing for education
N 1 D68	Downtown idea exchange
Z 1 A73	Druck; archiv fUr Drucktechnik
P 1 E22	EBU Review: part B-General & Legal
TK 1 E112	EBU Review: technical
L 1 E3	Education
L 1 I575	Educational documentation & information
L 1 E385	Educational product report
HB 1 E64	The Engineering Economist
P 1 E7	Eranos
Z 1 E7	Erasmus: speculu: scientiarum
AP 1 E86	Esprit
RC 1 J6845	Existential Psychiatry
TP 1 F48	Fette, Seifen, Anstrichmittle verbunden mit der Zeitschrift die Ernahrungsindustrie
QK 1 F6332	Flora; morphologie, geobotanik, oekophysiologie
ML 1 F64	Folklore and Folk Music
AP 1 F6	Forces
ML 1 F66	Fontes Artis Musicae
P 1 F6	Forum Italicum
QE 1 F5	Fortschritte der minerologie
QL 1 G49	General and comparative endocrinology
G 1 G364	Geographische Berichte
Z 1 G4	Germanistik
NX 1 G5	Giornale di bordo
HB 1 H3	Harper's export wine and spirit gazette
HB 1 H33	Harper's wine and spirit gazette
L 1 H356	Higher education and national affairs
Q 1 H6	History of Science
GN 1 H75	Homo
QH 1 H9	Hydrobiologia

Z 1 I15	The Indexer
QC 1 I5	Indian journal of meteorology and geophysics
Z 1 I52	Indian Library Association. Bulletin
T 1 I265	Industrial education
T 1 I536	Industrial laboratory
QC 1 I52	Infrared Physics
AP 1 I56	Inostrannia Literatura
Z 1 I56	Inspel
QC 1 I53	Instruments and experimental techniques
Z 1 I565	Insula
L 1 I57	Instructional science
AP 1 I6	The Intercollegiate Review
Z 1 I58	Intercom
G 1 I57	International Assn. of Science Hydrological Sciences. Bulletin.
E 1 I57	International Canada
L 1 I577	International Education
QD 1 I593	International journal for radiation physics and chemistry
QC 1 I54	International journal of applied radiation
QA 1 I59	International journal of non-linear mechanics
QL 1 I54	International journal of peptide and protein research
QD 1 I62	International journal of quantum chemistry
QD 1 I87	International journal of quantum chemistry. Symp.
Z 1 I64	International Library Review
ML 1 I65	International Review of Music aesthetics and sociology
D 1 I63	International Studies Quarterly
QA 1 I88	Internationale Mathematische Nachrichten...
QK 1 I93	Israel journal of botany
QD 1 I8	Israel journal of earth sciences
QL 1 I7	Israel journal of entomology
T 1 I8	Israel journal of technology
QL 1 I8	Israel journal of zoology
AP 1 I9	IUnost Literaturno-Knudonhestvannyi
HB 1 J34	Japan Economic Review
T 1 J37	Japanese journal of applied physics
AP 1 J38	Jeune Afrique
Z 1 J64	John Rylands Library. Manchester. Bulletin
QA 1 J64	Journal de Mathematique pure et appliques
QC 1 J628	Journal of adhesion
QC 1 J6287	Journal of applied mechanics & tech. physics
L 1 J67815	Journal of association for education data systems
Q 1 J55	Journal of cybernetics
Z 1 J68	Journal of Documentation

L 1 J6555	Journal of educational data processing
QC 1 J635	Journal of engineering physics
QD 1 J658	Journal of labelled compounds
Z 1 J6329	Journal of Librarianship
U 1 J6	Journal of hydronautics
QD 1 J6586	Journal of macromolecular sci. Pt. B Physics
QD 1 J659	Journal of molecular structures
QK 1 J78	Journal of phycology
HB 1 J72	Journal of Public Economics
QD 1 J678	Journal of solid state chemistry
QD 1 J7	Journal of solution chemistry
L 1 J6775	Journal of student financial aid
L 1 J679	Journal of thought
ML 1 K4	Kirchenmusiker
R 1 K55	Klinische Wochenschrift
N 1 K5	Die Kunst und das Schoene Heime
Q 1 L32	Laboratory Practice
AP 1 L48	Les Lettres Nouvelles
Z 1 L48	The Library
Z 1 L515	Library Association Record. British
Z 1 L517	Library Automation, Research & Consulting Association. The LARC Newsletter.
Z 1 L5263	Library Review (Scotland)
Z 1 L6	Library Science with a slant to Documentation
Z 1 L529	Library World
Z 1 L55	Libri.
P 1 L5	La Linguistique
AP 1 L586	Literaturnaia Rossiia
AP 1 M31	Main currents in modern thought
U 1 M3	Marine engineering log
U 1 M35	Marine technology
AP 1 M475	Markur; Deutsch Zeitschrift
QA 1 M4222	Mathematica japonica
Q 1 M38	Der Mathematische und Naturwissenschaftliche Unterrichte
TJ 1 M43	Mechanics of solids
TJ 1 J63	Mechanism and machine theory
TN 1 M642	Metallurgia and metal forming
Q 1 M48	Methodology and science
BL 1 M53	Mid America
L 1 M54	Minerva
BL 1 M55	Missiology
P 1 M6	Mnemosyne

AP 1 M65	Molodaia Gvardiia
D 1 M65	Monumenta Nipponica
P 1 M682	Mosaic
QD 1 M7632	Moscow University Chemistry Bulletin
Q 1 M6	Moscow Univ. Physics. Bulletin
Z 1 M7	Mountain Plains Library Quarterly
ML 1 M894	Musique en jeu
P 1 M85	Muttersprache
Z 1 N33	Nachrichten für Dokumentation
L 1 N395	National Society for Performance Instruction. Newsletter
AP 1 N43	Nef
AP 1 N4	Neue Deutsche Hefte
AP 1 N47	Die Neue Rundschau
P 1 N48	Die Neueren Sprachen
QE 1 N373	Neues Jahrbuch für geologie and palaontologie
QE 1 N4	Neues Jahrbuch für Mineralogie. Monatshefte
QL 1 N47	Neurobiologia
AP 1 N475	Neva
L 1 N486	New York Teacher
L 1 N5	New Zealand journal of educational studies
TJ 1 N5	Nihon Kikaigakkai
AP 1 N685	La Nouvelle Critique
AP 1 P5312	Le Nouveau Planete
PQ 1 N64	Les Nouvelle Litteraires
AP 1 N6912	La Nouvelle Revue Francaise
AP 1 N72	Novyi Zhurnal; the new review
QC 1 N826	Nuclear science and engineering
AP 1 N84	Nuestro Tiempo
G 1 O25	Oceanology
AP 1 O36	Ogonek
L 1 O35	Ohio schools
ML 1 O635	The Opera Journal
QC 1 O687	Optik; Zeitschrift für licht und Elektronenoptik
AP 1 O8	Outlook
QL 1 P2	Pacific insects
AP 1 P32	Papeles de Sou Armadon
QL 1 P4	Pfleugers Archiv. European jrnl. of physiology
Q 1 P42	Philips Research Reports & supplement
QA 1 P45	Philosophia Mathematica
B 1 P24	Philosophical Association Amravati. Jrnl. of the Philosophical Association
B 1 P52	Philosophische Rundschau
P 1 P46	The Phoenix
QC 1 R39	Physics in technology
QC 1 D415	Physikalische Blatter
QK 1 P586	Phytomorphology

Q 1 P46	Pisa. Scoula normale superiore. Annali
N 1 P5	Plan Canada
QK 1 P3A26	Pollen et spores
QD 1 P74	Polymer science USSR
QA 1 P77	Praxis der Mathematik
GN 1 P74	Presence africaine
Z 1 P77	Printing Production
AP 1 P75	Prism International
QC 1 P69	Progress of physics. Fortschritte der physik
QH 1 P74	Protistologica
QH 1 Q84	Quarterly reviews of biophysics
AP 1 Q85	Queen's Quarterly; a Canadian review
QD 1 R33	Radiochimica acta
H 1 R3	Rassegna Italiana di Sociologia
N 1 R38	Raumforschung und Ramordnung
D 1 R45	Report on World Affairs
Z 1 R48	Research in Librarianship. British.
QD 1 R6	Reviews in analytical chemistry
E 1 R47	Revista Brasileira de Geografia
AP 1 R483	Revista conservadora del Pensamiento Centroamericano
Z 1 R49	Revista de Archivos, bibliotecas y musee
	Revista Internazionale di Science Sociali e Discipline Ausiliare
ML 1 R58	Revista Italiana di Musicologia
ML 1 R48	Revista Musical Chilena
P 1 R557	Revue des etudes anciennes
B 1 R49	Revue des Sciences Humaines
HM 1 R48	Revue Francaise de Sociologie
ML 1 R5	La Revue Musicale
P 1 R65	Romance Philology
AP 1 R685	Round Table
ML 1 S3	Sacred Music
QL 1 S2	Salamandra; Zeitschrift für herpetologie...
Z 1 S36	Scholarly Publishing
L 1 S34	Scholastic editor
QE 1 S24	Schweizerische mineralogische...
Z 1 S39	Sci-Tech News
Q 1 S4	Scientific World
B 1 S4	Semiotica
AP 1 S55	Sinn und Form
D 1 S5	Sinologica
QE 1 S6	Societe Francaise de mineralogie et de Cristallographie.
QA 1 S6	Societe mathematique de France. Paris.
QA 1 S615	Bulletin (and Memoires)

Z 1 S63	Society for the Bibliography of Natural History. Journal
QB 1 S63	Solar System Research
HM 1 S67	Southern Patriot
ML 1 S6	Sovetskaia Muszyka
TL 1 S635	Soviet aeronautics
QC 1 S64	Soviet atomic energy
QD 1 S65	Soviet Electrochemistry
G 1 S683	Soviet hydrology. Selected papers
T 1 D4	Soviet Journal of non destructive testing
RC 1 S65	Soviet neurology and psychiatry
QC 1 S6775	Soviet physics. Acoustics.
QD 1 S68	Soviet Physics. Crystallography
QK 1 F513	Soviet Plant physiology
TP 1 S68	Soviet Plastics
B 1 S6	Soviet Studies in Philosophy
GV 1 S4	Square dancing
PQ 1 S8	Studi Francesi
AP 1 S75	Stimmen der Zeit
ML 1 S77	Strad
F 1 S755	Strumenti Critici
L 1 S7	Student impact
QD 1 S8	Suomen Kemistilekti, Finnish Chemical Letter
QK 1 S932	Svensk botanisk tidskrift
PG 1 T4	Teatr
ML 1 T4	Tempo
L 1 T49	Texas Outlook
Z 1 T5	Theologische Litersturzeitung
BL 1 T45	Theologische rundschau
QD 1 T5	Theoretical and Experimental Chemistry
B 1 T45	Theoria to Theory
BL 1 T55	Theosophy
AP 1 T5	Topic
AP 1 T63	La Terre
Z 1 T7	Transatom Bulletin
TN 1 T8	Tsvetnye metally
QA 1 U88	U.S.S.R. Computational mathematics and mathematical physics
AP 1 U6	The University of Denver Quarterly
QH 1 V5	Vie et milieu
D 1 V57	Vierteljahrshefte für Zeitgeschichte
P 1 W338	A Wake Newslitter
G 1 W3	Water newsletter
T 1 W4	Wear
AP 1 W4	Die Weissen Blatter
AP 1 W36	Welt und Wort

QH 1 W48	Welter und leben
L 1 W35	Western European Education
A 1 W6	Wildlife Society. Bulletin
L 1 Y32	The Yale Literary magazine
GV 1 Y4	Yessis review of soviet physical education and sports
QA 1 Z37	Zeitschrift für angewandte mathematik...
Z 1 Z4	Zeitschrift für Bibliothekwesen und Bibliographie
TN 1 Z45	Zeitschrift für metallkunde
P 1 Z45	Zeitschrift für romanische philologie
P 1 Z452	Zeitschrift für romanische philologie. Supplement
BF 1 Z4	Zeitschrift für Tierpsychologie
QL 1 Z4814	Zentralblatt für Bakteriologie... 1 Abt. Referate
QL 1 Z4812	Zentralblatt für Bakteriologie...Reihe A
QL 1 Z4814	Zentralblatt fur Bakteriologie...Reihe B
AP 1 Z5	Znamia
AP 1 Z8	Zvezda

CONTINUATION REQUEST PROCEDURE

1. When bibliographic checking has been completed and the status of the continuation (I, II, III, IV, V) determined all will be sent forward to be ordered EXCEPT sets costing over $100.00 total, sets which require over three years to complete, and items which turn out to be subscriptions. Cards for these three classes of material will be returned to the Head Bibliographer for review.

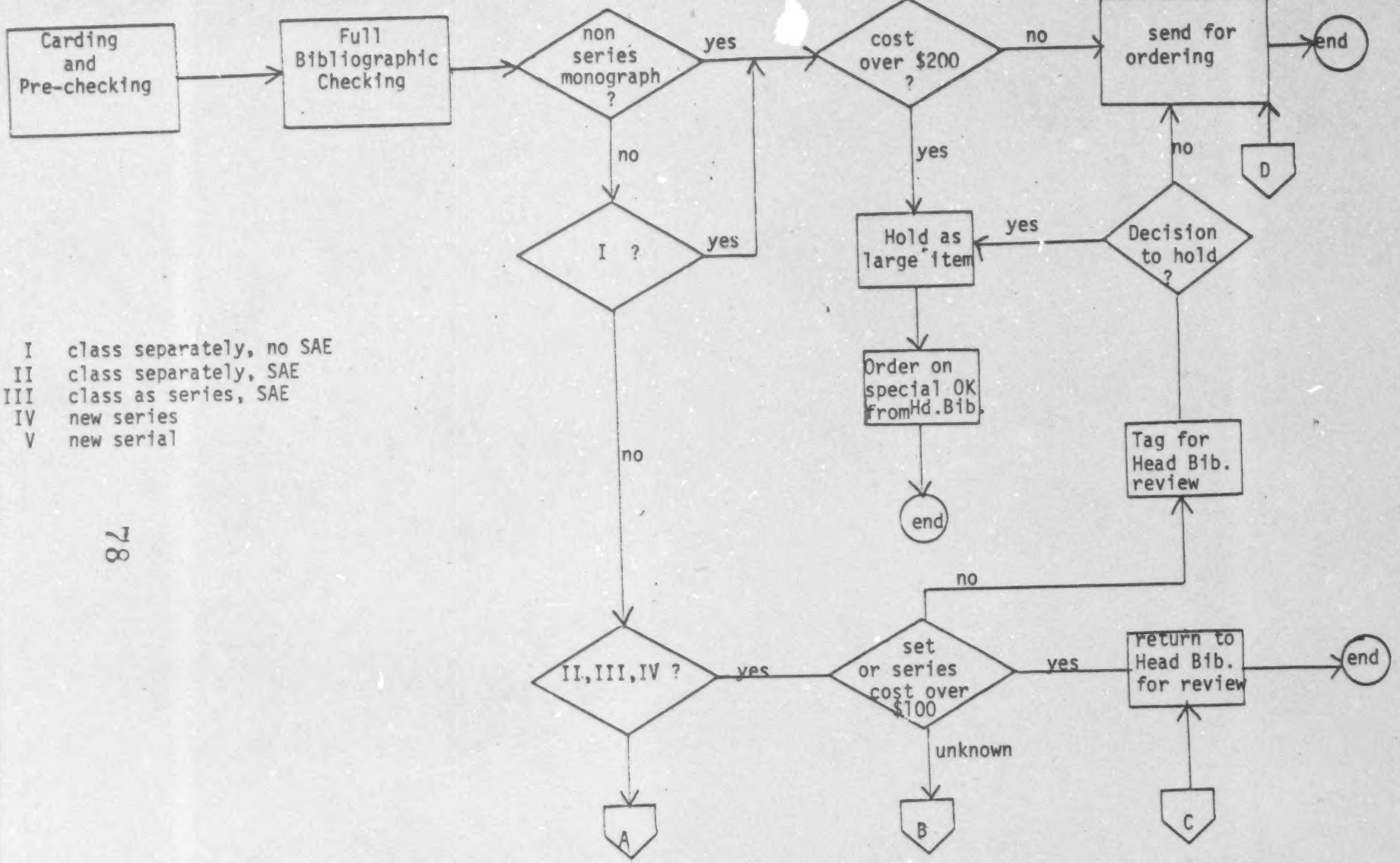
2. For items which seem to be sets or series which will complete, the Head Checker will send a form letter to the publisher requesting information on number of volumes to be included, price per volume and time of publication if this information is not provided by the bibliographer. When an answer is received, the item will be ordered unless it is one of the exceptions noted above, in which case it must be reviewed by the Head Bibliographer. If no answer is received from the publisher, the item will be classed as a New V.

3. For New V's, cards will be sent on to the Order Section, where one volume will be ordered. NO standing orders will be set up from a request card alone. When the item arrives, it will go up on the Serials review shelves near the Approval Shelves for review and a buying decision. At this time, if a bibliographer decides to establish a standing order for the serial, it must be accompanied by a cancellation in that dollar amount.

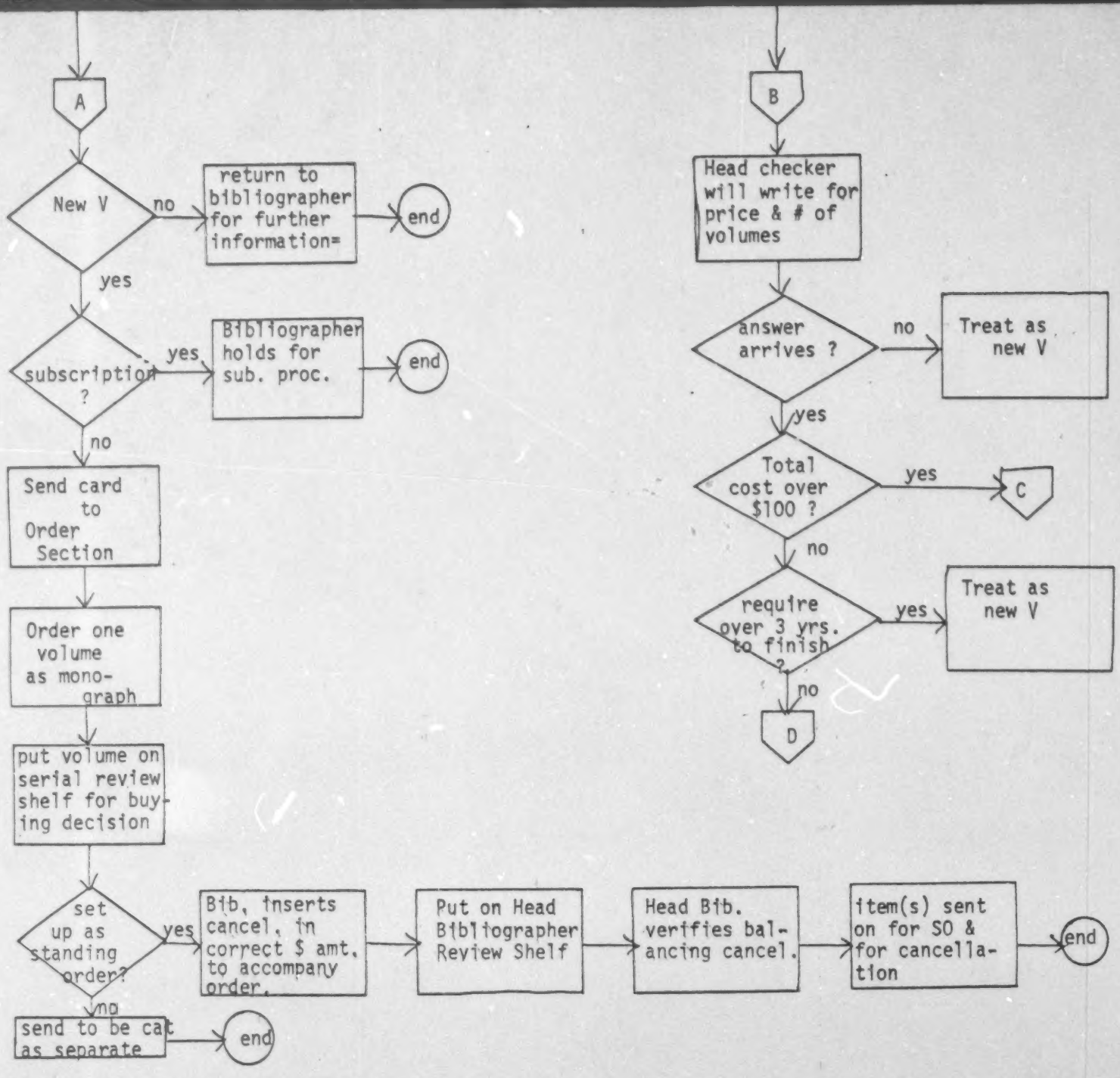
4. The Head Bibliographer will review all new serial standing orders to verify cancellations, and they will be sent on to be placed on serial record. Thus these buying decisions should not turn up on review shelves in cataloging.

5. Rush or expedite procedures will take precedence over this procedure and will eliminate the review steps outlined above.

CONTINUATION REQUEST PROCEDURE



I class separately, no SAE
II class separately, SAE
III class as series, SAE
IV new series
V new serial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put volume on serial review shelf for buy-ing decision
set up as standing order?
yes
Bib, inserts cancel, in correct $ amt. to accompany order.
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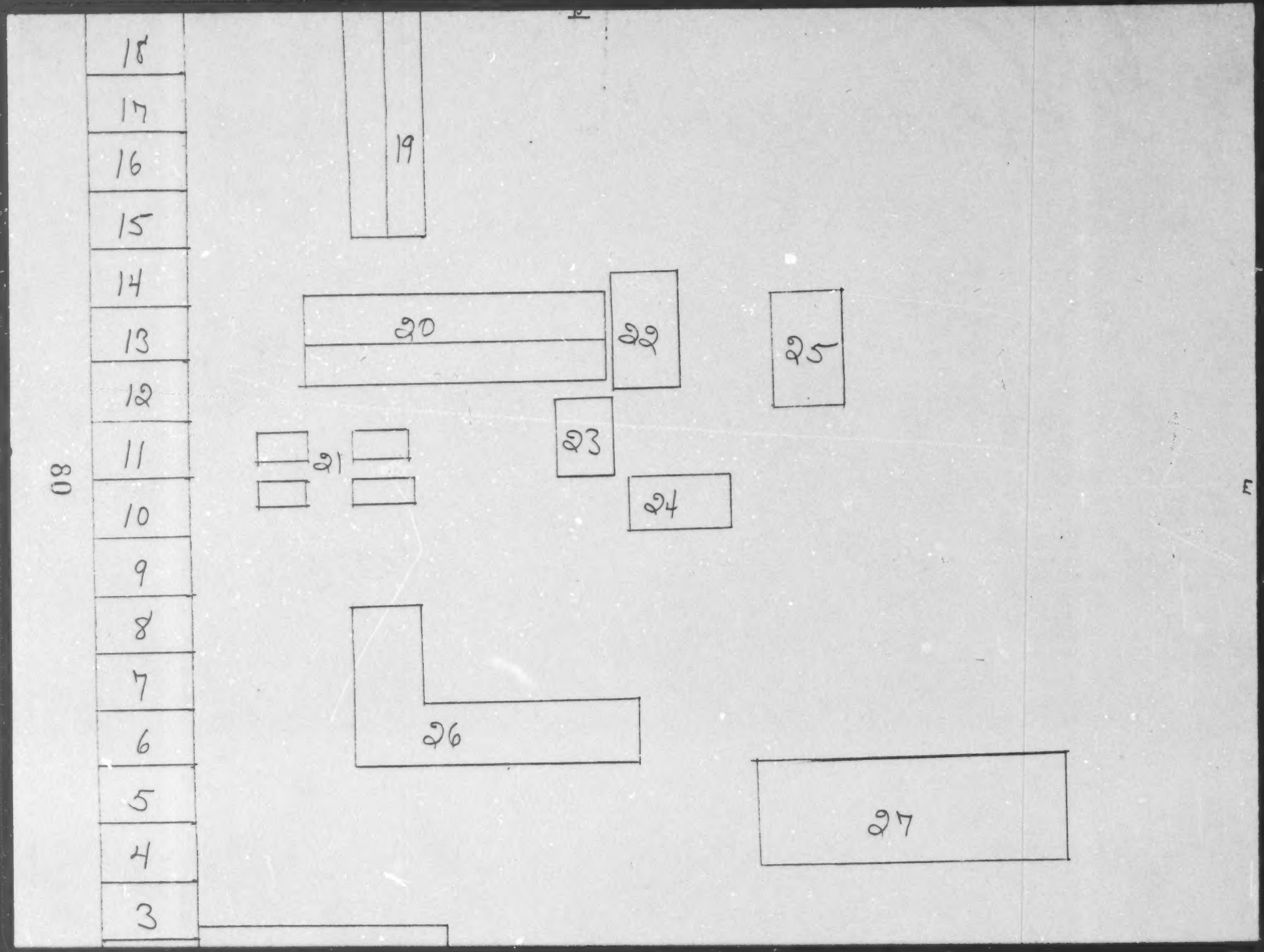
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Order-Approval

The numbers here correspond to those on the diagram. If you position the diagram with north at the top, the numbers follow in a clockwise direction.

1. This bookcase contains the following materials: 1) one shelf contains standing orders for the following publishers:
University of California Press
University of Chicago Press
Harvard University Press
Princeton University Press
Oxford University Press
Cambridge University Press
Scarecrow Press

2-5 Bookcases 2-5 are for the weekly approval shipment. In these bookcases, arranged according to LC classification, are the books we have received from our major approval vendor. The bottom few shelves in bookcase 5 contain those books received through form selection. These books are divided into groups according to bibliographer.

6 Bookcase 6 contains various decision shelves. Starting from the top, they are: Decisions Made, Edition Decisions, Reference Decided, Reference Decisions, New Serials, African Imprint, and Harrassowitz Approval.

7-10 Bookcases 7-10 are the bibliographer's review shelves. On these shelves are the low-priced XLC's and those books pulled from the trucks (see No. 21) for review by the part time bibliographers. Also on shelf 7 is a box into which the bibliographers may place a request for a second copy of a book from the approval vendor.

11-16 These shelves are empty.

17-18 On these two bookcases are placed those approval books rejected by the bibliographers. A gold slip placed inside the book indicates a rejected book. (A yellow flyer indicates those books a bibliographer has decided to keep, and a pink flyer indicates a rush book). Also found in this area is a shelf where duplicate gift books are sent; they are then picked up by the Bibliography Department Secretary.

19 This set of bookcases are empty except for the duplicate books found in the approval program.

20 All incoming approval having no proof are placed on these shelves; they are the inventory shelves. These books have already been reviewed by the bibliographers and are only waiting for the proof to arrive. Once the proof has arrived the books are then ready to go to checking and then cataloging.

21 Standing in the review area are also some trucks. On these trucks are books sent over from the receiving section and waiting for review by the bibliographers.

22 In this bookcase are files maintained by the Supervisor of Order-Approval. Included in this bookcase are the OP (out-of-print) files, EBSCO (a periodicals subscription service) invoices(new and renewal), SO (standing order) blurbs and invoices for SO, Abel, and others.

23 On this table is a Publishers Listing, which includes an alphabetized listing of the different publishers throught the world that fall into these categories: 1) Approval, 2) on SO only, 3) only handled sometimes. Also found on this table is a file of periodicals on SO.

24 This table holds a file of all the library's periodical and serial subscriptions. Next to this file is a smaller file containing old publishers subscriptions now with EBSCO.

25 This is the desk of the Supervisor of Order-Approval. She is responsible for assigning purchase order numbers to all the monograph orders; she also has the orders for these books typed and mailed. Her responsibilities to the Approval section are to oversee the approval program and to maintain the process file.

26 This is the student table. Here the students unpack the books received from our approval program and our blanket orders. They are responsible for the shelving of the books and the handling of the various slips and invoices that accompany the books. The students are also responsible for the filing and checking involved in maintenance of the process file.

27 On this table are the process files. Contained within them are the slips designating books on order. This includes forms selection slips, approval, order request cards, titles on standing order and titles found in the serials and periodicals record.

APPENDIX H

TECHNICAL SERVICE FLOOR PLAN AND FILE DESCRIPTIONS

Preliminary Cataloging

The numbers here correspond to those on the diagram. If you position the diagram with north at the top, the numbers follow in a clockwise direction.

1-4 Bookcases 1-4 contain books waiting for LC copy. Number 2 holds books waiting for decisions by the bibliographers.

5 Bookcase 5 holds the Serial Analytics on standing order.

6 The person sitting at this desk helps with the LC card orders.

7 This desk belongs to the Department Secretary.

8 On this table is a telephone and also "Dave's box". In this box go the order request cards from bibliography. a week the Head Bibliographer reviews these cards and either passes or holds back those books ordered by the bibliographers.

9 This is the desk of the Supervisor of Preliminary Cataloging.

10-11 These two bookcases are used by the Supervisor. Items of importance to bibliographers are the large item files and the ORC (order request card) file. The large item file contains materials ordered by the bibliographers which are very high priced. The ORC file is divided up by bibliographer and subdivided by priority.

All those persons occupying 12, 15, 18, 22, 27, 29 are bibliographic checkers. If the supervisor of the section is absent, No. 12 desk is her assistant.

12 The person now occupying this desk handles serial analytics, ORC, XLC, serials checking, periodicals checking, and also assists the supervisor when needed.

13 This bookcase contains standing orders and XLC's belonging to No. 12.

14 This bookcase holds the serial analytics being searched.

15 The occupant of this desk handles Government Documents, ORC and XLC.

16-17 These two bookcases contain those Government Documents still being processed. Also in bookcase 17 are the XLC's belonging to No. 15.

18 The person seated here is now handling the music checking, ORC and XLC.

19-20 Bookcases 19 and 20 combined hold the foreign language Princeton File, music LC catalogs, and the XLC's for No. 18.

21 A&B These two files are the Subject Authority Files (SAF).

22 The person seated here is responsible for rush orders and inventory, ORC and XLC.

23 This table stands at the foot of No. 22 and is a student desk.

24-26 Spread along these three bookcases is the approval inventory and XLC.

27 The person seated here is responsible for the approval inventory, foreign language cards, ORC and XLC. (ORC and XLC found on shelves 24-26)

28 In this bookcase are found books falling into the following categories:
MOF (multiple order forms) to be typed
LC card orders to be typed
OECD (Organization for Economic Cooperation and Development
CED (Committee on Economic Development) and the Conference Board.

29 This person deals with gifts and processes all subscription materials which are analyzed, ORC and XLC.

30 This bookcase contains the XLC's belonging to No. 29.

31 This table, at the foot of No. 29, holds the BIP (Books in Print).

32, 39-41, 45-48, 50 These files are the proof files. They are arranged according to year. Files 32, 45, 46 begin with November 1971-October 1973 and are filed by title entry. Files 39-41 are the 1969-October 1971 proofs and are filed by author entry. Files 47-48 are the November 1973-present proofs and are filed by title entry. Finally, file 50 holds the 1968 proofs filed by author entry.

33-34 These two files are the series treatment files.

35-38 These files comprise the cataloging reference collection. Included in this collection are various encyclopedias, dictionaries, and other reference tools.

42-43 This section of files are the English language Princeton Files arranged in alphabetical order by publisher's name.

44 This table holds the camers used by the checkers in the Preliminary Cataloging Section.

51-53 These three sets of bookcases contain the LC catalogs. They are books listing the proofs that have been printed in a given year. Bookcases 51-52 contain the pre-1956 catalogs which are arranged by author entry. The north side of bookcase 53 contains LC catalogs for the years 1956-1967; these catalogs, too, are arranged by author entry. On the south side of bookcase 53 are LC catalogs arranged by subject, for the years 1950-1973.

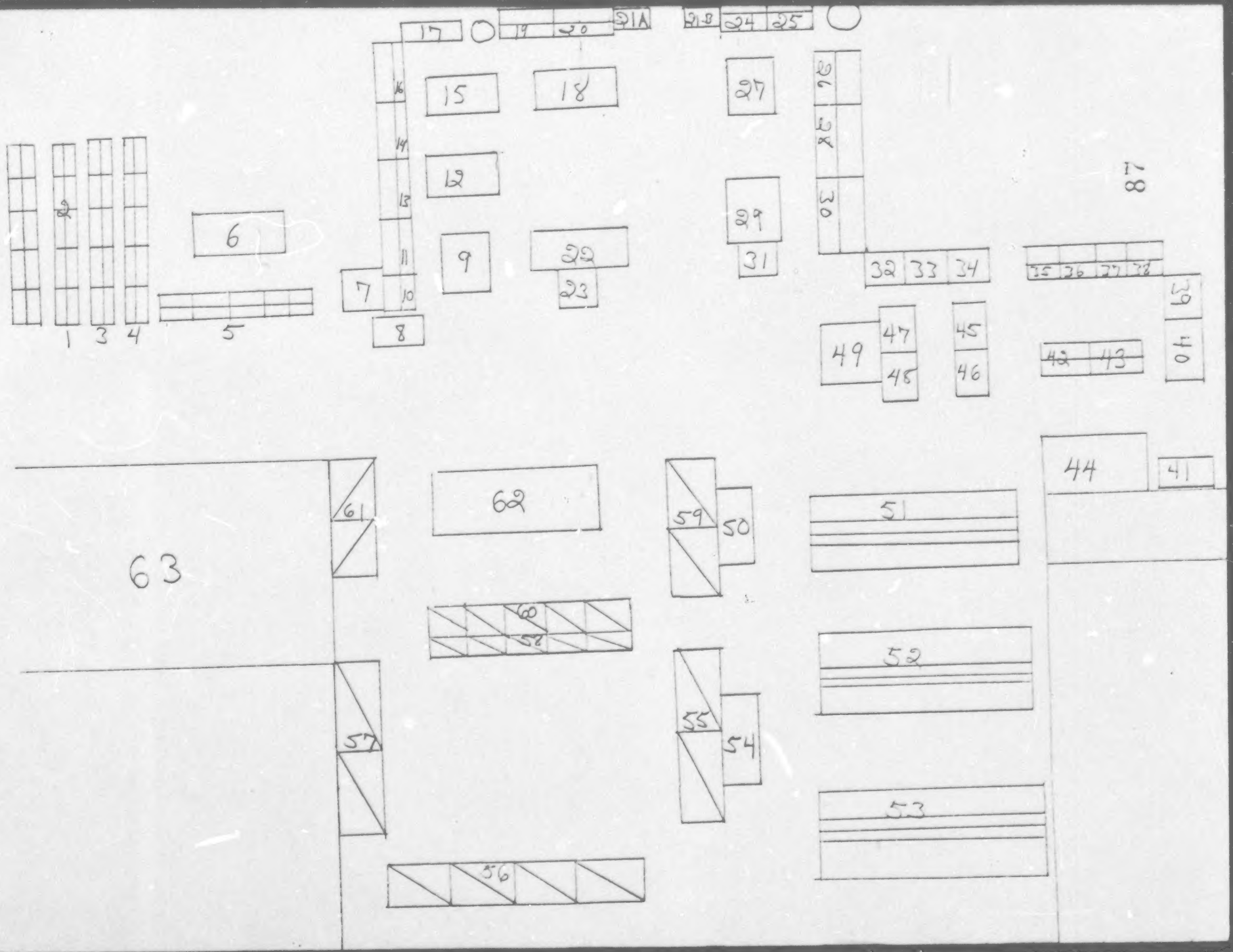
54 This bookcase holds the different pricing tools used by the checkers in determining the price of a given item ordered by the bibliographers. Also in this area are the NST (new serials titles). These books contain as indicated, lists of new serials titles.

55-58 These are the official files. In these files are the library's complete holdings arranged in alphabetical order according to main entry.

59-61 These are the shelf list files. These are the library's holdings arranged according to LC call number.

62 On this table are the LC monthly catalogs. These catalogs arrive monthly for the current year and are arranged by author entry.

63 This is the office of the Department Head. She presides over both the cataloging and preliminary cataloging sections.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Preliminary Cataloging

The numbers here correspond to those on the diagram. If you position the diagram with north at the top, the numbers follow in a clockwise direction.

1-4 Bookcases 1-4 contain books waiting for LC copy. Number 2 holds books waiting for decisions by the bibliographers.

5 Bookcase 5 holds the Serial Analytics on standing order.

6 The person sitting at this desk helps with the LC card orders.

7 This desk belongs to the Department Secretary.

8 On this table is a telephone and also "Dave's box". In this box go the order request cards from bibliography. a week the Head Bibliographer reviews these cards and either passes or holds back those books ordered by the bibliographers.

9 This is the desk of the Supervisor of Preliminary Cataloging.

10-11 These two bookcases are used by the Supervisor. Items of importance to bibliographers are the large item files and the ORC (order request card) file. The large item file contains materials ordered by the bibliographers which are very high priced. The ORC file is divided up by bibliographer and subdivided by priority.

All those persons occupying 12, 15, 18, 22, 27, 29 are bibliographic checkers. If the supervisor of the section is absent, No. 12 desk is her assistant.

12 The person now occupying this desk handles serial analytics, ORC, XLC, serials checking, periodicals checking, and also assists the supervisor when needed.

13 This bookcase contains standing orders and XLC's belonging to No. 12.

14 This bookcase holds the serial analytics being searched.

15 The occupant of this desk handles Government Documents, ORC and XLC.

16-17 These two bookcases contain those Government Documents still being processed. Also in bookcase 17 are the XLC's belonging to No. 15.

18 The person seated here is now handling the music checking, ORC and XLC.

19-20 Bookcases 19 and 20 combined hold the foreign language Princeton File, music LC catalogs, and the XLC's for No. 18.

21 A&B These two files are the Subject Authority Files (SAF).

22 The person seated here is responsible for rush orders and inventory, ORC and XLC.

23 This table stands at the foot of No. 22 and is a student desk.

24-26 Spread along these three bookcases is the approval inventory and XLC.

27 The person seated here is responsible for the approval inventory, foreign language cards, ORC and XLC. (ORC and XLC found on shelves 24-26).

28 In this bookcase are found books falling into the following categories:
MOF (multiple order forms) to be typed
LC card orders to be typed
OECD (Organization for Economic Cooperation and Development
CED (Committee on Economic Development) and the Conference Board.

29 This person deals with gifts and processes all subscription materials which are analyzed, ORC and XLC.

30 This bookcase contains the XLC's belonging to No. 29.

31 This table, at the foot of No. 29, holds the BIP (Books in Print).

32, 39-41, 45-48, 50 These files are the proof files. They are arranged according to year. Files 32, 45, 46 begin with November 1971-October 1973 and are filed by title entry. Files 39-41 are the 1969-October 1971 proofs and are filed by author entry. Files 47-48 are the November 1973-present proofs and are filed by title entry. Finally, file 50 holds the 1968 proofs filed by author entry.

33-34 These two files are the series treatment files.

35-38 These files comprise the cataloging reference collection. Included in this collection are various encyclopedias, dictionaries, and other reference tools.

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Ordering of Sets

Sets are works which appear in a number of volumes, and which are expected to be completed at some time in the future. Examples would be: serially published encyclopedias, the complete works of an author, or multivolume histories published over a period of time. The most efficient method of acquiring sets would seem to be to place them on standing order with a vendor. Placing standing orders rather than ordering sets one volume at a time ensures that we do not miss any volumes of a set and have to pick them up later when they may be O.P., hence unavailable or available only at inflated prices. Also, many vendors offer a discount for prepublication standing orders and standing orders which are placed when the initial volumes of a set are published. In spite of their advantages, standing orders do represent a continuing commitment, and in keeping with our current attempts to control serials spending, we need some guidelines for placing standing orders for sets.

The following guidelines are therefore proposed:

1. Sets which will cost less than $100 may be set up as standing orders at the discretion of the bibliographer.

2. Sets which will cost more than $100 must be submitted to the Head Bibliographer for approval before setting up standing orders.

3. When the price or number of volumes to be published as a set cannot be determined by examining publishers' blurbs, book jackets, introductions, prefaces, etc.; the bibliographer should ask the Cataloging Department Secretary to query the publisher of the set (see attached form letter) requesting that information before submitting the set for approval by the Head Bibliographer.

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
Northridge, California 91324

UNIVERSITY LIBRARIES

Gentlemen:

The library is interested in placing a standing order for the material listed below. However, we would like to know the price and number of volumes anticipated to complete the set before doing so.

Please note the price of the complete set, if possible, and return the information to the attention of the undersigned. If a price has not yet been established, please note the estimated number of volumes and their total cost.

State of California

Memorandum

To : Joie Mitchell
Associate Director of University Libraries

Date: September 2, 1975

DLP

David L. Perkins
Head Bibliography Librarian

From : California State University, Northridge
Northridge, California 91324

Subject: Library Materials Budget for 1975-76

This memorandum recommends allocations for the 1975-76 book and non-book materials budget. In drawing up these recommendations, the Bibliography Department has solicited input from the various instructional areas of the university and from interested departments within the library. The Acquisitions/Serials Department was especially helpful in providing information about unit cost, price increases, and other factors that affect spending decisions.

I OVERVIEW

The 1975-76 budget was awarded in three line items by the Chancellor's Office. The Books line item totals $463,630. The Periodicals (subscriptions) line item totals $162,720. Books and periodicals together are frequently referred to as the "book budget", as distinct from the "non-book" budget. The "non-book" budget is actually a portion of the third line item, the library's Operating Expense funds, and this year totals $37,595. The 1975-76 "book budget" (books and periodicals) totals $626,350 in comparison with the 1974-75 total of $669,835. While the "book budget" has thus been reduced by $43,485, inflation has caused substantial increases in the cost of library materials. The average unit cost for materials, for example, went from $10.18 in 1973-74 to $10.81 in 1974-75. Serials and periodicals present an especially serious problem. Costs for these materials are now increasing at a rate of more than 13% per year. Given a budget that remains at the current level or declines somewhat in the next few years, inflation will undoubtedly curtail

our purchasing power to some extent. The library is hopeful, however, that by exercising greater selectivity in purchasing new books and by reviewing our continuing commitments as we are doing through this year's serial and periodical review project, we will be able to maintain the integrity of the collection.

This document is divided into six sections, of which this overview is the first. The other sections are:

II CURRENT BOOKS
III RETROSPECTIVE BOOKS
IV CONTINUATIONS
V MISCELLANEOUS ACCOUNTS
VI NON-BOOK MATERIALS

II CURRENT BOOKS

Current books are defined as monographs and sets of a non-serial nature published during the current year. (Serials are handled under a separate heading since, like periodicals, they represent spending commitments beyond the current fiscal year). In 1974-75 a total of $192,000 was allocated for current books. In 1975-76, a total of $166,000 is proposed, distributed as shown on the chart below:

	FY 1974-75			FY 1975-76	
100	Current Monographs	$ 41,000.00	100	Current Monographs	$ 50,000.00
110	Abel Approval	150,000.00	110	Abel Approval	---
111		---	111	Baker & Taylor Approval	115,000.00
120	African Imprints	400.00	120	African Imprints	400.00
123	Hamel	300.00	123	Hamel	300.00
124	Harrassowitz	300.00	124	Harrassowitz	300.00
		$192,000.00			$166,000.00

There is an overall decrease of $26,000 in current book funding between the two fiscal years resulting from this year's budget cuts. The major change in our spending patterns for current books has been in our spending for an approval program. The Richard Abel Company, previously our major supplier, went out of business in February, 1974. Anticipating the failure of the Abel Company, we had started a new approval program with the Baker and Taylor Company in December, 1974; however, our new vendor has not so far supplied us with as many books as we had previously received on approval. In order to fill this gap in service, we have developed new methods of purchase, including more direct orders to publishers and other suppliers, and blanket orders with the following university presses: University of California, University of Chicago, Oxford, Cambridge, Harvard, and Princeton. We also have a blanket order with the Scarecrow Press, a major publisher of bibliographies. During the 1975-76 fiscal year, materials normally purchased from our approval fund will be bought from the Current Monographs Fund (100). Blanket orders will also be funded from Current Monographs. We will also maintain our supply of current books by purchasing more current materials from the Reference Development and Reference Maintenance Funds (220 and 221), which have been increased for this purpose.

100 Current Monographs

This fund is used to buy books with publication dates which fall during the current fiscal year. We have allocated $50,000 for 1975-76 as compared to $41,000 in 1974-75. The increase will be used to pay for our blanket orders and to offset the cost of the increased number of orders expected this year for books which will no longer be supplied through our approval program for reasons explained above. The $50,000 has been allocated as follows: (next page)

100 - CURRENT MONOGRAPHS

1974-75		1975-76	
Biological Sciences	$1,700.00	Biological Sciences	$4,000.00
Business and Management	1,900.00	Business and Management	4,357.00
Communications	300.00	Communications	200.00
Computer Science	450.00	Computer Science	331.00
Education	2,500.00	Education	1,850.00
Engineering	1,600.00	Engineering	1,300.00
Art	3,000.00	Art	1,340.00
Music	1,300.00	Music	2,334.00
Dramatic Arts	300.00	Dramatic Arts	154.00
Foreign Languages, General	300.00	Foreign Languages, General	124.00
French	600.00	French	1,708.00
German	400.00	German	172.00
Italian	150.00	Italian	77.00
Spanish	400.00	Spanish	77.00
Russian	300.00	Russian	354.00
Health Professions	1,700.00	Health Professions	2,806.00
Home Economics	500.00	Home Economics	800.00
English, General	2,500.00	English, General	3,100.00
Speech	400.00	Speech	272.00
Philosophy	400.00	Philosophy	500.00
Religious Studies	750.00	Religious Studies	1,000.00
Mathematics	500.00	Mathematics	910.00
Physics, General	700.00	Physics, General	1,626.00
Chemistry, General	500.00	Chemistry, General	2,000.00
Geology	500.00	Geology	1,450.00
Psychology	1,000.00	Psychology	1,600.00
Public Affairs & Services	500.00	Public Affairs & Services	90.00
Anthropology	300.00	Anthropology	1,500.00
Economics	800.00	Economics	1,044.00
History	4,500.00	History	4,310.00
Geography	1,000.00	Geography	1,680.00
Political Science & Govt.	1,200.00	Political Science & Govt.	516.00
Sociology	1,500.00	Sociology	1,200.00
Afro-American Studies	500.00	Afro-American Studies	390.00
Mexican-American Cultural	450.00	Mexican-American Cultural	950.00
Urban Studies	500.00	Urban Studies	500.00
Environmental Studies	600.00	Environmental Studies	308.00
Library Administration	4,500.00	Library Administration	2,775.00
	$41,000.00		$50,000.00

110 Abel Approval

The Abel Company is no longer in existence, and therefore this account will be deleted.

111 Baker and Taylor Approval

Funding for approval has been reduced from $150,000 in 1974-75 to $115,000 for 1975-76 based on the smaller number of titles obtainable from our new approval vendor. As explained, we have increased the Current Monographs Fund to offset this reduction in spending for approval. The subject breakdown of the Baker and Taylor Approval Fund is as follows (next page).

120 African Imprints

African Imprints is a small, special subject approval program established to supplement our major approval program. Funding continues this year at $400, the same as in 1974-75.

123 Hamel

Hamel is a Spanish language and literature approval program which supplies the library with the bulk of its current books on these subjects. This year's allocation of $300 is the same as last year's.

124 Harrassowitz

The Harrassowitz approval program covers German language and literature. The Harrassowitz program will be funded at last year's level of $300.

110 - ABEL APPROVAL 1974-75		111 - BAKER & TAYLOR APPROVAL 1975-76	
Biological Sciences	$9,600.00	Biological Sciences	$7,453.00
Business & Management	7,300.00	Business & Management	5,592.00
Communications	100.00	Communications	77.00
Computer Science	1,300.00	Computer Science	996.00
Education	4,000.00	Education	3,064.00
Engineering	6,000.00	Engineering	4,596.00
Art	10,000.00	Art	7,660.00
Music	2,000.00	Music	1,532.00
Dramatic Arts	200.00	Dramatic Arts	153.00
Foreign Languages, General	200.00	Foreign Languages, General	153.00
French	200.00	French	153.00
German	50.00	German	38.00
Italian	50.00	Italian	38.00
Spanish	300.00	Spanish	230.00
Russian	---	Russian	---
Health Professions	1,700.00	Health Professions	1,302.00
Home Economics	800.00	Home Economics	613.00
English, General	24,000.00	English, General	18,384.00
Speech	---	Speech	---
Philosophy	2,100.00	Philosophy	1,609.00
Religious Studies	3,500.00	Religious Studies	2,681.00
Mathematics	3,300.00	Mathematics	2,528.00
Physics, General	3,600.00	Physics, General	2,758.00
Chemistry, General	3,500.00	Chemistry, General	2,681.00
Geology	1,900.00	Geology	1,455.00
Psychology	5,000.00	Psychology	3,830.00
Public Affairs & Services	900.00	Public Affairs & Servicesd	689.00
Anthropology	1,500.00	Anthropology	1,149.00
Economics	6,500.00	Economics	4,979.00
History	23,000.00	History	17,618.00
Geography	1,200.00	Geography	920.00
Political Sci. & Govt.	10,000.00	Political Sci. & Govt.	7,660.00
Sociology	8,500.00	Sociology	6,511.00
Afro-American Studies	500.00	Afro-American Studies	383.00
Mexican-American Cultural St.	200.00	Mexican-American Cultural St.	153.00
Urban Studies	2,000.00	Urban Studies	1,532.00
Environmental Studies	2,000.00	Environmental Studies	1,532.00
Library Administration	3,000.00	Library Administration	2,298.00
	$150,000.00		$115,000.00

III RETROSPECTIVE BOOKS

Retrospective book monies are used to purchase both in-print and out-of-print books published prior to the current year. Funds are allocated to various subject areas on the basis of recommendations made by the subject bibliographers, who design specific collection development programs in accordance with the university's informational needs. In designing such programs, the bibliographers analyze the academic program, discuss informational needs and instructional methods with faculty, and evaluate the library's holdings against standard, scholarly bibliographies. Lacks that appear as a result of these evaluations are programmed for buying over a period of time that depends on availability of material, costs, quantity desired, and similar considerations. We are budgeting $40,000 for retrospective books as compared to $48,000 last year. The decrease of $8,000 results from this year's budget cuts. Allocations are summarized in the table following.

RETROSPECTIVE BOOKS

1974-75		1975-76	
Biological Sciences	$1,300.00	Biological Sciences	$1,452.00
Business & Management	2,550.00	Business & Management	1,660.00
Communications	250.00	Communications	526.00
Computer Science	---	Computer Science	100.00
Education	2,100.00	Education	1,542.00
Engineering	1,300.00	Engineering	852.00
Art	5,100.00	Art	4,348.00
Music	1,150.00	Music	1,078.00
Dramatic Arts	300.00	Dramatic Arts	352.00
Foreign Language, General	250.00	Foreign Language, General	202.00
French	400.00	French	354.00
German	400.00	German	152.00
Italian	200.00	Italian	102.00
Spanish	600.00	Spanish	704.00
Russian	300.00	Russian	226.00
Health Professions	1,450.00	Health Professions	1,630.00
Home Economics	300.00	Home Economics	252.00
English, General	4,500.00	English, General	3,500.00
Speech	700.00	Speech	356.00
Philosophy	500.00	Philosophy	302.00
Religious Studies	1,000.00	Religious Studies	908.00
Mathematics	700.00	Mathematics	252.00
Physics, General	650.00	Physics, General	526.00
Chemistry, General	600.00	Chemistry, General	376.00
Geology	800.00	Geology	704.00
Psychology	1,900.00	Psychology	1,288.00
Public Affairs & Service	300.00	Public Affairs & Service	276.00
Anthropology	1,300.00	Anthropology	1,260.00
Economics	300.00	Economics	204.00
History	6,500.00	History	6,980.00
Geography	3,000.00	Geography	2,120.00
Political Science	1,600.00	Political Science	1,008.00
Sociology	2,500.00	Sociology	1,980.00
Afro-American Studies	900.00	Afro-American Studies	708.00
Mexican-American Culture	900.00	Mexican-American Culture	820.00
Urban Studies	1,000.00	Urban Studies	700.00
Environmental Studies	400.00	Environmental Studies	200.00
	$48,000.00		$40,000.00

IV CONTINUATIONS (SERIALS, PERIODICALS AND STANDING ORDERS)

This section deals with two separate groupings: first, materials acquired on a subscription or standing order basis, which represent a commitment of funds beyond the present fiscal year; second, the backfile for items received on such a basis. The funding for these materials comes from two line item allocations made to the library, partly from the book budget and partly from the periodical budget. Subscriptions to periodicals and serials are paid from the periodical allocation (the 600 level accounts); standing orders and backfile purchases are made from the book budget (the 300 level accounts).

The continuations budget for 1974-75 was $362,188. For 1975-76 we are recommending $366,000. This represents a minimal increase which will not cover price increases projected at the current rate of inflation (more than 13% per year); however, we believe that by cutting back on our less important titles as we are doing in our current serial and periodical review project, we will be able to meet our continuations expenses with the recommended allocation. After a full faculty review to ensure that only low priority titles will be cancelled, we expect to be able to cancel enough serials and periodicals to maintain costs at the proposed level this year. The library will retain backfiles of any serials for which current subscriptions are cancelled.

1974-75			1975-76		
300	Standing Orders	$ 21,000.00	300	Standing Orders	$ 10,000.00
301	Serials	40,000.00	301	Serials Standing Orders	60,000.00
310	Serial Backfile	6,000.00	310	Serial Backfile	---
311	Periodical Backfile		311	Periodical Backfile	---
322	Microfilm Subs.	20,000.00	322	Microfilm Subs.	21,000.00
323	Microtext Subs.		323	Microtext Subs.	
600	Renewal Periodical Subs	211,000.00	600	Renewal Periodical Subs.	211,000.00
601	New Periodical Subs.	2,000.00	601	New Periodical Subs.	2,000.00
602	Renewal Serials Subs.	54,188.00	602	Renewal Serial Subs.	54,000.00
699	Transportation & Serv.	8,000.00	699	Transportation & Serv.	8,000.00
		$362,188.00			$366,000.00

300 Standing Orders

Standing orders are placed for sets that are not simultaneously published and for materials from certain publishers who accept only standing orders. During 1974-75 we allotted $21,000. For 1975-76 funding has been decreased to $10,000. We have been able to reduce costs for sets, partly by reviewing and cancelling low priority items and partly by transferring payment for many open-ended sets from this fund into the Serial Standing Order Fund, where they properly belong.

301 Serials and 602 Renewal Serial Subscriptions

Serials are received in two ways; some, like periodicals, are received on subscription where the invoice is paid prior to receipt (Fund 602). Others are received on standing order and paid for after receipt (Fund 301). In 1974-75 the library allocated $94,188 to these accounts to cover the costs of maintaining its serials. The recommended allocation for 1975-76 is $114,000. The $20,000 increase represents an attempt to keep pace with rising serial costs caused by inflation and also reflects the transfer into the fund of many items which were formerly purchased from the Standing Order Fund (300) but which proved to be serial items (Cf. Fund 300 above).

310 Serial Backfile and 311 Periodical Backfile

These funds are used to purchase back issues and volumes of serials and periodicals the library currently receives. Last year the allocation for serial and periodical backfile was $6,000. This year the account will be unfunded. Even though we have not yet acquired all the backfile we need, we recommend that funds be withdrawn from this fund rather than another for two reasons. First, we were able to purchase a substantial amount of backfile last year. Secondly, rising costs for new books and serials have made less money available for the purchase of retrospective items.

322 Microfilm Subscriptions and 323 Microtext Subscriptions

Last year's allocation of $20,000 has been increased to $21,000 to allow for cost increases resulting from inflation. These funds are used to purchase continuing microform materials such as ERIC (Educational Research Information Center), HRAF (Human Relations Area Files), the New York Times, etc.

600 Periodical Subscriptions and 601 New Subscriptions

This year's allocation for renewal of periodical subscriptions is $211,000, the same amount allocated in 1974-75. Monies allocated to acquire new periodical titles in 1975-76 continue to be funded at last year's level. We would like to add more titles than this sum will allow, but the costs of doing so are prohibitive. Many new titles appear each year, but if the library were to initiate subscriptions to more than a fraction of them and continue these subscriptions from year to year, the entire book and periodical budget would quickly be exhausted. As explained in the introduction to this section, we are now in the process of eliminating low priority periodicals to which we currently subscribe in order to make room in the budget for worthwhile new titles as they appear.

602 Renewal Serial Subscriptions

Discussed above with 301 Serials

699 Transportation and Services

This account was funded at $8,000 last year; for 1975-76 the allocation is the same. (Tax and transportation charges for 300 level accounts listed in this section are paid from Fund 598, which is described in Section V following). As expenses are charged to this fund, monies will be moved into it from the accounts which engendered the charges

V MISCELLANEOUS ACCOUNTS

Allocations for 1974-75 totalled $43,000. For 1975-76 we recommend a total of $54,350, distributed as shown below:

1974-75			1975-76		
201	Circulation Dup.	$13,000.00	201	Circulation Dups and Replacements	$20,000.00
210	Circulation Rep.	2,000.00			
220	Ref. Development	2,000.00	220	Ref. Development	5,000.00
221	Ref. Maintenance	1,000.00	221	Ref. Maintenance	8,000.00
222	Special Subjects	9,000.00	222	Special Subjects	7,000.00
590	Current Paperbacks	2,000.00	590	Current Paperbacks	2,000.00
598	Tax and Trans.	14,000.00	598	Tax and Trans.	12,350.00
599	Use Tax	---	599	Use Tax	---
		$43,000.00			$54,350.00

201 Circulation Duplication and Circulation Replacement

The Circulation Duplication and Circulation Replacement Funds have been combined to form a single fund used to purchase high demand titles, including reserve books requested by faculty, and lost and worn out books. Lost books are identified on the basis of patron requests and searches made by Circulation staff. Funding for 1975-76 has been increased to $20,000 compared to last year's $15,000 so that missing books may be replaced more quickly.

220 Reference Development and 221 Reference Maintenance

Reference Development (Fund 220) has been allocated $5,000 for 1975-76 with an additional $8,000 allocated for Reference Maintenance (221). This year's allocation for reference materials thus totals $13,000 as compared to $6,000 last year. A substantial increase in reference funding will be required this year. Inventory

ordering for missing items has not been completed and will require additional funding. Also, in the two years since the splitting of the collection between the two libraries, more titles requiring duplication for the science reference service point have been identified. More funds will be required for new reference books, since several important large reference items are scheduled for publication this year.

222 Special Subjects

This account, funded at $7,000, is used to purchase collections of research materials. Many of these collections contain the kinds of specialized materials required for original research by faculty and graduate students. Last year, among other materials, we acquired a collection of Japanese war relocation camp newspapers published in ten Southwestern camps during World War II and a collection of documents on plantation slavery.

590 Current Paperbacks

This allocation of $2,000, the same as for 1974-75, will be used for two purposes. It continues to be used to purchase paperbacks that are of high interest to students. Its other function is to build a current issues collection for the library. This collection was mandated by President Cleary's Report of the President's Commission on Educational Development, 1972-1982 as recommendation number fourteen.

598 Tax and Transportation and 599 Use Tax

A sum of $14,000 was allocated to these accounts last year; $12,350 has been allocated this year. This allocation is based on the size of this year's budget.

VI NON-BOOK MATERIALS

The budget allocation for non-book items in 1974-75 was $21,645; for 1975-76 it totals $37,595. One reason for this substantial increase is the transfer of payment for our subscription to the Center for Research Libraries from book funds to non-book funds. The $10,100 assigned to Fund 791, Interlibrary Loan, below includes our subscription to the Center, which was previously paid out of Fund 222, Special Subjects. It was felt that since research materials from the Center are sent on a loan basis rather than purchased, it would be more appropriate to pay for them out of non-book funds. The Instructional Materials Laboratory will also require a substantial increase in funding this year to correct weaknesses in the collection which have become apparent since the library assumed responsibility for the IML last year. Other needs for additional non-book funds became apparent during the past year, including more funds for supplies, curriculum materials, government documents, music scores, phonorecords, video cassettes, and tax and transportation.

NON-BOOK MATERIALS ALLOCATIONS

1974-75			1975-76		
700	Microfilm	---	700	Microfilm	---
701	Microtext	---	701	Microtext	---
750	Archives	20.00	750	Archives	20.00
751	Art Prints	400.00	751	Art Prints	400.00
752	Books-Supplies	300.00	752	Books-Supplies	700.00
753	Curricula	6,400.00	753	Curricula	9,000.00
754	Documents	1,400.00	754	Documents	2,500.00
755	Music Scores	2,000.00	755	Music Scores	2,000.00
756	Pamphlets	500.00	756	Pamphlets	500.00
757	Phono Records	2,000.00	757	Phono Records	2,250.00
758	Unbound Periodicals	4,000.00	758	Unbound Periodicals	4,000.00
759	LC Cards	4,000.00	759	LC Cards	4,000.00
760	Petty Cash	125.00	760	Petty Cash	125.00
770	Magnetic Tapes	---	770	Magnetic Tapes	---
771	Slides	---	771	Slides	---
772	Video Cassettes	---	772	Video Cassettes	1,000.00
791	Reserve	---	791	Interlibrary Loan	10,100.00
798	Tax & Transportation	500.00	798	Tax & Transportation	1,000.00
799	Use Tax	---	799	Use Tax	---
		$21,645.00			$ 37,595.00

700 Microfilm and 701 Microtext

Microfilm and micrctext remain unfunded from OE monies this year. Materials that have to be bought, such as subscriptions to the New York Times on microfilm and U. S. Documents on microcard, will be purchased from book monies (cf. section IV. Continuations).

750 Archives

A small fund, $20.00, established to enable the library to purchase materials that are published on campus that cannot be obtained free.

751 Art Prints

The art print fund for 1975-76 remains the same as in 1974-75. Art prints are used by students in a number of disciplines--art history, drama (for costumes and sets), education (especially students who are practice teaching --and, in the absence of a large, comprehensive slide collection and supporting equipment, constitut an important information resource. The fund will purchase new and replacement prints

752 Books-Supplies

This account is used to purchase reference books for use by the library staff. Dictionaries, professional reports, bibliographies for use in analyzing the collection and similar materials come from this fund. Materials that are of more than limited interest are, of course, duplicated from other funds and made available to the public. The increase in the allocation from $300 in 1974-75 to $700 in 1975-76 is due to an increase in the number of specialized publications to aid the librarian which have recently become available. An example of such a publication is the combined index to the Library of Congress Classification Schedules.

753 Curricula

This fund is used to purchase model elementary and secondary school curricula from various school districts, principally in California, which are housed in the Instructional Materials Laboratory along with depository items supplied by the State. Last year a fund of $6,400 was allocated for curricular materials; this year we are increasing funding to $9,000. This increase of $2,600 will be required to buy materials in areas where the Laboratory's collection is now lacking. When the Library assumed responsibility for the IML last year, the Laboratory's collection was weak in the areas of secondary level texts, special education materials, and early childhood education materials. The additional funds will be used to correct these deficiencies.

754 Documents

Although the library receives the bulk of its collection of government documents free, a fund is also required to replace missing items, purchase duplicates of important and heavily used materials, and acquire non-depository items of interest. Last year's allocation of $1,400 for government documents proved inadequate for these purchases. Over the past fiscal year, requests for additional documents have totalled more than $1,000. In order to provide sufficient funds for document purchases we therefore propose to allocate $2,500 for 1975-76.

755 Music Scores

The library collects only study scores; performing scores are collected by the Music Department. An allocation of $2,000, unchanged from 1974-75, will enable us to continue a program of purchasing scores to complement the phono-record collection and to purchase definitive collections as they become available.

756 Pamphlets

The $500 allocation remains unchanged from 1974-75. The Reference Department maintains a pamphlet file containing ephemeral material of short term interest that is not quite important enough to add to the permanent collection, but which is of great interest to students. Although the file covers a wide range of subjects, it is particularly useful for "hot topics" such as environmental studies, the women's liberation movement, and so on, where the first information available tends to be published in an undisciplined fashion. Subsequently, of course, the best material is codified into more disciplined and scholarly works and is added to the permanent collection.

757 Phono Records

Considerable attention has been devoted to our phono record collection in the past, but the collection is not yet as complete as we would like it to be. The record collection is receiving increased use, and we therefore propose an additional $250 over last year's $2,000 for additional purchases this year. A fund of $2,250 should enable us to round out this important collection.

758 Unbound Periodicals

This fund is used to purchase single issues of periodicals to complete bindable units. Although a few such issues are used simply to adjust subscription time periods, the bulk of the funds go to replace issues that are missing from the collection. The library's loss and mutilation rate has remained fairly constant over the past several years, and this year's allocation of $4,000 is unchanged from 1974-75.

759 LC Cards

An allocation of $4,000 is being made this year, the same as last year's funding. This account is used to purchase catalog copy from the Library of Congress.

760 Petty Cash

An allocation of $125 has been made to this fund.

770 Magnetic Tapes

This account is not funded, and it was not funded last year. Charges are made to it, however, and funds transferred from the Phono Records account to cover expenses. The account has been established simply as a management tool to determine what portion of our audio funds go for tapes.

771 Slides

The library has wanted for some time to develop a collection of slides, principally art slides, to supplement and partially replace the print collection, but difficulties in processing the material (i.e., cataloging, mounting, marking, etc.) have made a large-scale program unfeasible at the present time. This account is therefore unfunded this year, although the library hopes to move in this direction as conditions permit.

772 Video Cassettes

An outstanding 13-part video-cassette series, Jacob Bronowski's The Ascent of Man, has recently become available for library purchase. With the $1,000 allocated for video cassettes, together with a HEW grant of $3,918, the library hopes to purchase this widely acclaimed series on the history of man as seen through his scientific and technological achievements.

791 Interlibrary Loan

This fund, formerly called Reserve, has been newly established as an Interlibrary Loan Fund. It includes the $10,000 cost of our subscription to the Center for Research Libraries. The subscription to the CRL, formerly paid for out of book funds, will now be charged to this fund since materials from the Center are sent to the library

on an interlibrary loan basis. In addition to the CRL subscription, the new and students fund will also be used to purchase dissertations requested by faculty which cannot be acquired through interlibrary loan. A $100 allocation has been established for this purpose.

798 Tax and Transportation

Our expenses for tax and transportation increased from $500 to $1,000 over the course of the last fiscal year. During 1974-75 the library assumed complete responsibility for purchasing curricular materials for the Instructional Materials Laboratory for the first time. These materials are often shipped insured and are subject to taxation, unlike many of the other non-book materials. The resulting increase in expenses for tax and transportation will necessitate an increase in this year's appropriation to $1,000.

799 Use Tax

Use tax is paid to the State on out-of-state purchases. This account is not funded; monies needed to pay the charges against it are transferred from the Tax and Transportation account above.

Description of Periodical Use Study and Faculty Survey

Periodical Surveys

To support the decision making process for periodical subscription cancellations, the library has collected data related to the particular needs of the CSUN campus. Information has been obtained in two ways: by soliciting faculty evaluations and by recording actual usage of periodicals. The user study and the faculty survey are described below:

User Study (Not Reserve Book Room)

Because periodicals do not normally circulate outside the library, usage can most practically be determined by the number of issues or volumes of periodicals removed from the shelves by library patrons. For a period of almost four months, from early March to the end of June, 1975, signs were prominently posted in periodicals areas requesting patrons not to reshelve periodicals they had used. These periodicals were collected by the library staff. Then the number of issues or volumes of each periodical title was recorded on a list prepared for the user study. At the end of four months the total number of uses was tabulated for each title.

Faculty Survey

The faculty survey began in early February when lists of periodicals were sent to each department, together with standard answer sheets for recording evaluations, and letters of explanation. The periodical lists had been prepared by subject bibliographers to reflect, insofar as practical, the particular interests of the departments. Each periodical carried by the library was included on at least one such list. (The general interest periodicals and those relating to librarianship were evaluated by the library faculty.) All responses were received by the end of May.

Each department had been asked to rate each title on its lists on a scale from one to five, the number one being the highest rating. Some departments returned one list with a department consensus rating for each title. Other departments returned the standard answer sheets submitted by individual faculty members. The library had these sheets analyzed by computer to get the overall departmental response.

The results of the user and faculty surveys were tabulated together on the departmental lists of periodicals. This information was reviewed by subject bibliographers as an aid in developing lists of potential subscription cancellations. These have been assembled into a combined list of proposed cancellations to be submitted to the entire faculty for review and comments prior to any cancellations.